

DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS

DEFINITION:

Under the direction of the Assistant Superintendent, Business Services; plan, organize, control and direct the maintenance, repair, renovation, alteration and new construction of district buildings and grounds; develop and administer related contracts; liaison and coordinate with architects, contractors, State and local agencies, District personnel, and the community on matters related to facilities; supervise and evaluate the performance of assigned staff; assist site principals in coordinating District custodial services; oversee operations of District warehouse and delivery services.

EXAMPLES OF DUTIES:

- Plan, organize, direct, and perform a variety of programs, projects and activities related to routine maintenance/repair, renovation, alteration and construction of district buildings and grounds
- Develop, negotiate, and/or administer various contracts for maintenance, construction and professional services
- Prepare and develop plans and specifications for bids or requests for proposals/qualifications; provide input and recommendations related to design programming and specifications of new school facilities and modernization projects.
- Effectively and efficiently manage and allocate resources for various projects including funds, staff and supplies
- Review, develop, direct and supervise practices, procedures, and priorities related to facilities, maintenance, and operations
- Screen, approve, and distribute work orders/assignments to departmental personnel based upon a variety of factors and parameters
- Monitor progress on work in process and completed jobs for quality and timeliness and make adjustments to improve effectiveness and efficiency
- Communicate with and assist school/department administrators to ensure the effectiveness and efficiency of custodial services
- Supervise and evaluate the performance of assigned staff, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to facilities, maintenance, and operations
- Conduct various assessments related to facilities and correlate data for future planning
- Confer with school principals and other District personnel on facilities concerns on an on-going basis to remedy problems and improve facility functionality and appearance
- May provide technical advice and assistance to principals in directing the work of custodial personnel
- Administer and oversee the District's hazardous waste and storm water management programs; investigate and analyze environmental, safety, and security issues related to facilities and ensure compliance with all associated regulations, best practices, and established procedures
- Provide leadership and direction with the District's property management program
- Develop and manage various budgets related to facilities, maintenance, and operations

- Monitor utility usage and make recommendations for savings; prepare and submit requests for energy conservation projects.
- Participate in disaster preparedness planning and response.
- Ensures District compliance with various Federal, State, and Local regulations including, but not limited to, California Environmental Quality Act (CEQA), Americans with Disabilities Act (ADA), Asbestos Hazard Emergency Response Act (AHERA), and applicable building codes and Division of State Architect (DSA) requirements.
- Develops, monitors, and administers short and long range facilities master plans and supporting data elements including enrollment projections, school capacity, facility needs, and available funding sources
- Manage and coordinate construction projects to prevent or minimize cost overruns, schedule delays, and construction defects
- Respond to emergency calls after hours and on weekends
- Perform related duties as assigned

QUALIFICATIONS GUIDE

Knowledge of:

- Planning, organization and direction of the warehouse, custodial services, and maintenance and repair activities of District facilities and grounds
- Methods, materials, costs and equipment used in the various building construction and maintenance, grounds maintenance and custodial specialties
- Principles of employee orientation, in-service training and evaluation
- Construction, engineering, architecture, and maintenance management
- School facilities planning methods and techniques
- Building codes and other applicable laws, codes, regulations, policies and procedures
- General characteristics and relative costs of various methods of construction, architectural features, and building and room designs for school uses
- Pesticide/hazardous waste management procedures and regulations
- Storm water management regulations and best practices
- Budget preparation and control
- Systems of record keeping, inventory control and budget development/control
- Oral and written communication skills
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Plan, organize, control and direct the maintenance, repair, alteration and construction of school buildings and grounds
- Develop and administer contracts for new school construction, modernization and deferred maintenance projects
- Supervise and evaluate the performance of assigned staff
- Assure compliance with safety practices and various code and regulatory agency requirements
- Understand blueprints and schematic drawings
- Communicate effectively both orally and in writing
- Coordinate and inspect work assigned to outside contractors
- Formulate and carry out a program of grounds maintenance and upkeep activities, including new plantings; plan, lay out and direct the work of grounds personnel; interpret landscaping plans and sketches
- Adjust work schedule to supervise evening, weekend and emergency work crews as needed
- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others

- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Work independently with little direction, and as a team member
- Work effectively under pressure
- Prepare accurate budget reports and recommendations
- Estimate material and labor costs accurately
- Plan and organize work
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports and files related to assigned operations and activities
- Comprehend technical concepts and complex applications
- Project enrollment trends and student housing needs
- Be persistent and patient in problem resolution

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: course work and experience in mechanical trades, engineering, architecture or related field and eight years experience in facilities or related function, including five years experience in a supervisory capacity.
- Skill in operating personal computers, including word processing, spread sheet, database applications, and automated drafting and trade programs, such as CAD.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license and the ability to qualify and maintain qualification for District vehicle insurance coverage.
- Must possess or obtain asbestos certification within six months of employment

WORKING CONDITIONS:

- Driving a vehicle to conduct work.
- This position alternates between office duties performed at a desk and site inspections and training activities in various locations, including on-site work performance at schools which involve performing or demonstrating maintenance and grounds work.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Walking to inspect sites.
- Good health and freedom from communicable diseases.
- Good physical condition, agility and strength commensurate with the duties of the class.
- Honesty; loyalty, industry; initiative; dependability and good judgment.
- Sitting or standing for extended periods of time.