

Farmersville Unified School District

JOB TITLE: DIRECTOR OF MAINTENANCE, OPERATIONS, TRANSPORTATION & FACILITIES

JOB DESCRIPTION

Definition

Director of Maintenance, Operations, Transportation & Facilities will perform a wide variety of specialized and responsible tasks including overseeing matters relating the skilled maintenance, construction, and repair work on school buildings; operations including electrical, plumbing, air conditioning, heating and building maintenance; planning including coordination and supervision of transportation of pupils and maintenance of all automotive equipment.

Basic Function:

Plan, organize, coordinate and manage the maintenance trades activities involved in the repair, alteration and construction of District buildings, equipment, utility systems and facilities; inspect facilities, coordinate and prioritize work projects; assign, review and evaluate the work of assigned maintenance personnel involved in mechanical and construction maintenance assignments. Work with site principals to coordinate school site maintenance, custodial, grounds, and transportation services.

Essential Job Duties

1. Plan, organize, coordinate and oversee day-to-day maintenance activities in the construction and mechanical trades; assure the proper and efficient maintenance and repair of District buildings and facilities.
2. Inspect District buildings, equipment, utility systems and facilities to determine needed maintenance and repair; assure proper completion of work orders.
3. Consult with District maintenance personnel, administrators and outside contractors to coordinate, prioritize and schedule work projects; follow-up on work orders with District personnel to assure timely and proper payment for supplies and services purchased.
4. Supervise and evaluate the performance of assigned staff; assign and review work and participate in the selection of new personnel as assigned; recommend transfers, reassignments, promotions, terminations and participate in disciplinary action as needed.
5. Develop and prepare work schedules; review maintenance reports and work orders to determine materials, labor and time requirements; prioritize and coordinate duties and assignments of single or multi-craft maintenance and construction projects; assure effective work flow and facilitate operations.
6. Conduct inspections and recommend the removal of fire, safety or health hazards and assist in coordinating asbestos-related issues; instruct staff in safe and proper work practices.
7. Determine needed equipment, materials and supplies for the District MOT department; approve material requisitions for a wide variety of supplies, maintenance tools and equipment; initiate simple contracts and develop bid specifications.
8. Communicate with OPSC, CDE, DSA, vendors, contractors, engineers and State and County inspectors regarding Department operations and activities, materials, specifications, scheduling and District policies and procedures.
9. Develop, supervise, inspect, manage, and coordinate large projects including the District's long range facilities master plan, new construction, deferred maintenance, developer fees programs, energy conservation, boundary planning, building rehabilitation, asbestos removal and additions and alterations to portable buildings.

11. Read and interpret building plans, blueprints and specifications and assure conformance with building and safety codes, regulations and requirements.
12. Provide technical expertise regarding assigned functions; formulate and develop policies and procedures to comply with State, community and city laws and regulations.
13. Work with site principals to coordinate custodial and grounds activities; provide for proper overall technical guidance and direction regarding custodial and grounds operations.
14. Develop, implement, and administer long and short-term maintenance programs for the District including deferred maintenance; provide for emergency repair services.
15. Direct preparation and maintenance of a variety of narrative and statistical reports, records, logs, and files.
16. Communicate with other administrators, District personnel and contractors to coordinate maintenance and operations activities and programs, resolve issues and conflicts and exchange information.
17. Develop and prepare the annual budget for maintenance and operations; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
18. Make presentations to the Board as necessary regarding maintenance and operations plans, projects and needs.
19. Perform related duties as assigned.

Required Qualifications (Education and Experience):

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities necessary to be successful in this position.

An ability to direct, coordinate, inspect and supervise construction projects. Express ideas effectively, verbally and in writing. Establish and maintain effective relationships with the public, employees and administrative staff. Organize, plan and direct the work of subordinates. Develop preliminary or projected costs of projects. Meet schedule and timelines.

Knowledge of terms, procedures and equipment used in the construction, maintenance and operation of facility construction, facility maintenance, grounds and transportation; local and state zoning and building codes; public agencies responsible for planning and development; health and safety regulations.

Knowledge of the principles of contract negotiation and management. Must be familiar with the Uniform Building Code, including public school building regulations for the handicapped. Must know and understand rules, regulations and safety order of the Division of Industrial Safety as applied to the construction, operation, and maintenance of buildings. Knowledge of District organization, operations, policies, and objectives and pertinent Federal, State and local laws, codes and regulations.

Minimum of three (3) years of experience as a Director of Maintenance and Operations.

Knowledge and Abilities:

KNOWLEDGE OF:

State Laws, rules and regulations governing the transportation of pupils.
Principles of employee orientation, in-service training and evaluation;
Basic first-aid practices, procedures, and techniques.
Interpersonal skills, using tact, patience and courtesy.
Planning, organization and direction of a broad scale MOT function.
Methods, materials and equipment used in the construction and maintenance trades including HVAC, electricity plumbing, carpentry, painting, glazing, lock-smithing, lawn, garden, tool and equipment management.
Basic budget control and cost development.
Building construction practices and laws governing the construction, maintenance and repair of schools and public buildings.
Basic computer skills and ability to use word processor, spreadsheet and data base programs.
Applicable State, County and City laws, codes and regulations related to fire, safety and maintenance operations.
District organization, operations, policies and objectives.
Principles and practices of supervision and training.
Proper methods of storing equipment, materials and supplies.
Oral and written communication skills.
Record-keeping techniques.
CAL/OSHA requirements/safety precautions and procedures.
Budget/Finance
Laws and requirements related to hazardous waste materials.

ABILITY TO:

Perform appropriately in situations requiring tact and diplomacy.
Meet schedules and deadlines.
Follow through with directives.
Perform a variety of responsible duties related to the supervision of building construction and mechanical maintenance operations and activities.
Plan, organize, schedule, assign and review maintenance work and projects.
Train, supervise and evaluate personnel.
Prioritize and schedule work.
Read, interpret and work from construction drawings and blueprints.
Estimate materials and labor costs.
Plan, layout, direct and control a maintenance work program involving diversified activities.
Work independently with little direction.
Communicate effectively both orally and in writing.
Maintain detailed records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Perform heavy physical labor.
Observe legal and defensive driving practices.

Environment:

Indoor and outdoor work environment; subject to constant interruptions and contact with hostile or abusive individuals; subject to driving a vehicle to conduct work.

Physical Abilities:

Hearing and speaking to exchange information, walking to conduct inspections, bending at the waist, and sitting or standing for extended periods of time.

Requirements:

Applicants selected for employment will be required to submit fingerprint clearance, negative TB test at their own expense and a Valid California Driver's License.