

**Enterprise School District
Job Description**

Job Title: Maintenance and Operations Director (Senior Management Position)
Reports To: Chief Business Official
Range: A (Non-Represented Salaried Management)
Prepared By: Assistant Director of Human Resources
Prepared Date: January 20, 2017
Approved By: Board of Trustees
Approved Date: February 1, 2017

SUMMARY

Under the supervision of the Chief Business Official, is responsible for the formulation and administration of the district wide maintenance and operations program. Plan, coordinate, supervise and participate in the work of District equipment operations, custodial, maintenance and grounds work. Works closely with administrators, acts as the lead person in the Maintenance and Operations department. Assist workers with repairs; maintain records, compile data and prepare routine reports. Supervise various maintenance activities including special projects; prioritize, schedule, assign and inspect daily work projects; train and evaluate the performance of assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Ability to communicate effectively with others, good listener
- Assumes full management responsibility for all Maintenance and Operations Department services and activities including maintenance, construction and engineering, custodial, and grounds maintenance; recommends and administers policies and procedures.
- Acts as liaison among internal, external district customer groups
- Works independently and as a team member
- Works well with vendors
- Consults and collaborates with outside agencies in the design, installation and maintenance school and district sites
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Assesses and monitors workload, administrative and support systems, and internal reporting relationships. Identifies opportunities for improvement. Directs the implementation of changes.
- Selects, trains, motivates, and evaluates Maintenance and Operations Department personnel. Provides or coordinates staff training. Works with employees to correct deficiencies. Implementation discipline and termination procedures.
- Exercises direct supervision over assigned staff.
- Plans, directs and coordinates Maintenance and Operations Department's work plan. Meets with staff to identify and resolve problems. Determines scheduling and assigns projects and programmatic areas of responsibility. Reviews and evaluates work methods, procedures and completed projects.
- Confer with school administrators and staff to obtain scheduling information regarding athletic and special events; coordinate custodial, ground and maintenance requirements with school and District-level staff.
- Perform inspections of school facilities and grounds; identify needed maintenance and repairs. Prepare and maintain records, files, logs and reports related to personnel, inventory, work requests, work performed, safety issues and other reports related to assigned activities. Prioritize and coordinate duties and assignments to assure effective work flow and facility operations

- Manages and participates in the development and administration of the Maintenance and Operations Department budget.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Prepares costs, time and labor estimates. Assists in the preparation of plans and bids for major construction projects. Participates in the development of plans for remodeling projects.
- Supervises the preventative maintenance program. Provides long range planning in computerized maintenance operations.
- Test, order, receive and store custodial and grounds supplies and equipment; maintain budgetary records and files related to purchases, work orders and personnel; conduct period inventories; complete property loss forms as necessary.
- Determine needed equipment, materials and supplies for maintenance operations; requisition a variety of supplies, tools and equipment; review purchase requisitions submitted by staff and make recommendations for approval; assure proper receipt of ordered materials.
- Monitors compliance with appropriate laws, codes and regulations. Monitors, reviews and implements Asbestos, hazardous materials and Energy Management Programs.
- Implements maintenance and operations protocols, policies and procedures
- Proficient in project management
- Maintains inventory on all district maintenance and operations equipment
- Travels for district approved training
- Performs related duties and responsibilities as required or assigned by the Chief Business Official.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must have the ability to compile and maintain accurate, complete records and reports; knowledge of modern office technology, methods, practices and procedures; type and operate various office machines; maintain cooperative relationships with those contacted in the course of work; understand and carry out oral and written directions; meet the public tactfully and courteously, and provide assistance and service. The requirements listed below are representative of the knowledge, skill, and/or ability required. Knowledge of requirements of maintaining building and facilities in good repair. Knowledge of technical aspects of general maintenance work and building construction. Knowledge of methods, materials, tools, terminology and equipment used in industrial custodial, routine grounds keeping and maintenance work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A) or Bachelor's degree (B.A.) preferred from an accredited college or university with major coursework in engineering, architecture, industrial technology or a related field; Five (5) years of increasing responsibility in maintenance and operations; experience and knowledge of basic principles and management of custodian, maintenance and grounds departments is preferable.

LANGUAGE SKILLS

- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or board of directors
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, clients, customers, all levels of staff, and the general public
- Ability to communicate effectively with diversified groups and individuals
- Ability to readily take direction and be able to follow through in an independent manner.

MATHEMATICAL SKILLS

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid California driver’s license.

PHYSICAL DEMANDS - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms, climb or balance, and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

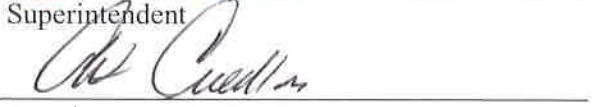
While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outside weather conditions and is occasionally exposed to fumes or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate.



Superintendent



Date



Board Approval (Clerk)



Date