



# Oakley Union Elementary School District

## POSITION DESCRIPTION

|                   |  |                                                 |                   |     |                    |                                               |
|-------------------|--|-------------------------------------------------|-------------------|-----|--------------------|-----------------------------------------------|
| <b>Job Title:</b> |  | Director of Maintenance and Operations Services | <b>Work Year:</b> | 260 | <b>Reports to:</b> | Assistant Superintendent of Business Services |
|-------------------|--|-------------------------------------------------|-------------------|-----|--------------------|-----------------------------------------------|

### **Primary Function:**

To direct, plan, and coordinate building and grounds maintenance, landscaping, and custodial services. In addition, he/she supports the district's new construction and reconstruction projects and is responsible for ensuring that departmental goals are met; services are provided in an efficient and effective manner; staff utilizes appropriate procedures and safe practices; jobs are completed efficiently and within regulatory guidelines and project deadlines; and ensuring optimal utilization of personnel and other resources.

### **Essential Job Functions:**

- ❖ Plans, directs and coordinates the district maintenance, operations and facility improvement programs.
- ❖ Coordinates, directs and schedules major maintenance, capital outlay and new construction projects, including modification of schools, buildings, and related facilities.
- ❖ Represents the district to parent and community groups on matters related to Maintenance, Operations and facility issues.
- ❖ Serves as liaison with governmental agencies with respect to safety, health regulation and security matters. Represents the district on related planning issues with State Department of Education, State Architect, Local Assistance Office, Federal and other agencies, directs and coordinates the district maintenance, operations and facility improvement programs.
- ❖ Responsible for developing and maintaining effective planning and communication systems with users as well as within the department.
- ❖ Assist in the inspection of repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently and within local/state/federal regulations.
- ❖ Directs on-site assessment of district facilities in accordance with ADA Accessibility Guidelines.
- ❖ Develops and updates the short and long range master construction plans for new and existing facilities.
- ❖ Directs projects (e.g. site repairs/construction, preventive maintenance etc.) for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- ❖ Evaluates personnel to ensuring that standards are achieved and performance is maximized.
- ❖ Inspects repair work, projects, equipment, work orders, daily maintenance and supplies (e.g. wood, nails, etc.) for the purpose of ensuring that jobs are completed efficiently and within local/state/federal regulations.
- ❖ Solicits quotations for the purpose of providing cost information, making purchases, and securing items.
- ❖ Supervises maintenance, custodial, grounds, and other assigned personnel for the purpose of ensuring that departmental work goals are achieved.
- ❖ Oversees facility use requests in accordance with Board policy.
- ❖ Work with site principals to coordinate custodial staffing training and job performance evaluation.

- ❖ Coordinate in-service training programs for all maintenance and operations staff including but not limited to proper use of chemicals, equipment and general work site safety issues
- ❖ Prepare maintenance budget and make recommendations concerning future stock, equipment, materials, and personnel.
- ❖ Assist Principals with the supervision of custodians for the purpose of ensuring that departmental work goals are achieved.

**Other Job Functions:**

- ❖ Assists other personnel as maybe required for the purpose of supporting them in the completion of their work activities.
- ❖ Attends various meetings (e.g. trainings, hearings, risk management and safety) for the purpose of addressing liability concerns, providing and receiving information.

**Education and Experience:**

- ❖ Training or experience equivalent to graduation from an accredited college or university in public administration, business administration, accounting, public finance, school finance or related field.
- ❖ Five (5) years of supervisory management or construction management experience of school building project or similar public agency projects or an equivalent combination of training and experience.

**Skills, Knowledge and/or Abilities Required:**

- ❖ *Skills* in analyzing problems and developing appropriate actions plans. Skills in establishing and maintaining effective relationships with school officials, employees and community members. Skill in speaking writing effectively.
- ❖ *Knowledge of laws* and regulations pertaining to the American with Disabilities Act (ADA), school construction and re-construction, building trades, custodial and grounds maintenance within educational settings.
- ❖ *Abilities* to exhibit the qualities of leadership, good judgment and technical expertise essential to the successful administration of a comprehensive program of maintenance, operations and facility development/improvement. Ability to rapidly assimilate the facts, conditions and implication of problems suddenly thrust upon the office and to organize an effective administrative response to them.
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**Licenses, Certifications:**

- ❖ Background check, Valid Government Identification