

FALLBROOK UNION HIGH SCHOOL DISTRICT
 DIRECTOR OF MAINTENANCE/OPERATIONS/TRANSPORTATION
 Position Description

BASIC FUNCTION:

Under the direction of the Superintendent/Designee, performs a variety of administrative duties related to the planning, organization and implementation of the District's maintenance, operations, and transportation; provide overall supervision and coordination of the District's facilities building maintenance, grounds keeping, custodial, security warehouse and transportation functions; maintains compliance with District policies and local, state and federal laws and regulations; supervise and evaluate the performance of assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee the planning, organizing and direction of programs, projects and activities related to the grounds keeping, custodial, security and warehouse functions of the District; ensure that time, cost and quality objectives of projects are met.
- Direct the District's Pupil Transportation Program.
- Oversee the operations of the Performing Arts Center.
- Assist in the coordination of new school construction, alterations, and improvements of existing structures.
- Establish and maintain effective relationships with business and community groups/members.
- Make recommendation in areas of assignment concerning the implementation of District maintenance and operation, and prepare reports as needed to assist the Superintendent/Designee.
- Ensure compliance with all of District policies, local, state and federal codes, laws and regulations, including bidding procedures and contract awards.
- Participate in ongoing training to acquire and maintain professional skills.
- Identify and prioritize in-service training needs.
- Direct the preparation of preliminary and annual budgets for assigned departments and areas of responsibility, ensure expenditures of approved budget are in conformance with District fiscal procedures.
- Collaboratively establish department goals and objectives, which are consistent with District policies.
- Assist in the selection of and supervise and evaluate the performance of assigned staff, recommend transfers and terminations; prepare disciplinary action reports.
- Conduct and attend staff and management meetings as required.
- Serve as the designated person for purposes of AHERA compliances.
- Serve as Hazardous Materials Coordinator and assure compliance with all aspect of the program.
- In conjunction with the District Safety Officer, is responsible for the District Safety Program and for compliance with OSHA and Cal-OSHA standards and prepare, monitor, analyze and investigate all accident reports, vandalism reports and crime reports.
- Plan, update, organize and implement all phases of the District's five-year Deferred Maintenance Plan.
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Custodial, grounds keeping, maintenance and building trades.
- Local, state and federal building, environmental and safety codes, including Education Code and the laws governing the construction and renovation of school facilities.
- Appropriate safety procedures and hazardous material compliance.
- Manage staff development for maintenance and operations functions and activities.
- Terms, procedures and equipment required in the design and construction of school buildings and facilities.
- District organization, operations, policies and objectives.

- Budget development, preparation and control in assigned areas of responsibilities.
- Computer systems as applicable to budget and control process, work order systems and facilities scheduling.
- Strong oral and written communication skills.
- Demonstrate the ability to supervise assigned personnel using tact, patience and courtesy.
- Demonstrate the ability to work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Maintain records and files related to assigned responsibilities.

Ability to:

Think logically and analytically; and concentrate for long periods of time, comprehend technical concepts and complex application; exercise creativity, persistence and patience in problem resolution; and make concepts understandable to users.

Experience and Education Required:

Any combination equivalent to: graduation from a recognized four year college or university with coursework in engineering, construction, business management, public administration or related field and five years increasingly responsible experience in the area or facility, grounds maintenance and transportation including a minimum three years in a supervisory capacity. Experience in a public school environment is preferred.

Licenses & Certificates Required:

Possession of a valid California Class 3 (or higher) driver's license and meet and maintain District requirements for an acceptable safe driving record.

Physical Requirements:

Good health and freedom from communicable diseases; good physical condition, agility and strength commensurate with the duties of the class; good judgment in conjunction with position duties. Sufficient stamina, dexterity and mobility to: work evenings or weekends, as necessary, in addition to regular hours, operate a variety of maintenance and grounds equipment, travel from site to site and move to various work locations. Possess sufficient hearing and speech to comprehend office conversation and to communicate orally in a clear, understandable manner. This person alternates between office duties performed at a desk and site at schools, which involve performing or demonstrating maintenance and grounds work.

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 occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

Supervisor: Superintendent/Designee
Work Year: 12 Months
Salary: Range 10 of the Classified Management Salary Schedule
Overtime Status: Exempt

Board Approved: 6-11-12
 Proposed Revision: 6-11-12
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