



JOB DESCRIPTION

DIRECTOR-MAINTENANCE, OPERATIONS, TRANSPORTATION & FACILITIES

DEFINITION:

Under the direction of the Superintendent or designee, plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of District buildings, grounds and equipment, and the development and implementation of facility planning projects; plan, coordinate and supervise transportation of students and maintenance of District's automotive equipment; supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES:

- Plan, organize, control and direct operations and activities involved in the inspection, cleaning, maintenance and repair of District buildings, facilities, grounds and equipment; establish and maintain related priorities and time lines; ensure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.
- Manage and coordinate new construction projects, contracted repairs and remodeling projects to maintain, alter and improve various school sites; prepare requests for proposal; solicit bids from contractors as required.
- Develop working blueprints, sketches, specification and cost estimates for major maintenance and construction projects; direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Plan, coordinate and direct the activities of the District's transportation department including vehicle maintenance activities; develop bus routes and schedules, including regular, special education, field trip and special event transportation; coordinate transportation needs with District departments and make changes to routes as necessary; ensure proper operation of school buses; perform the duties of a Bus Driver as needed.
- Coordinate work requests, determine priorities and assign appropriate personnel to projects; expedite rush or emergency requests.
- Plan, organize and direct grounds maintenance activities involved in the beautification of grounds and landscaped areas; coordinate the mowing, edging, trimming and watering of lawns, fields and other turf grounds; oversee planting, cultivation, pruning, fertilization and irrigation functions.
- Prepare labor estimates, costs of materials and equipment needed for construction, maintenance and repair activities; compile and prepare cost estimates; monitor and ensure adequate levels of equipment and supplies; research and coordinate the purchase of equipment and supplies as appropriate; develop bid packets and specifications for various projects.
- Plan, organize, control and direct the development and implementation of facility planning, maintenance and operations and risk management services; perform a variety of technical work relating to assigned area of responsibility.
- Communicate with District personnel, architects, engineers and contractors regarding alteration of District buildings; communicate with other administrators, District personnel, vendors and other outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Provide technical expertise regarding assigned functions, formulate and develop policies and procedures, review and evaluate services and make necessary adjustments.

- 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 in areas related to driving, safety, proper chemical usage and other federal and State-mandated requirements.
- Drive a vehicle to inspect District buildings, grounds and facilities to identify maintenance and repair needs; coordinate and participate in inspection programs and activities to ensure proper identification and resolution of fire, safety, security and health hazards.
- Provide technical expertise, information and assistance to the Superintendent or designee regarding assigned functions.
- Coordinate and implement risk management goals and objectives; establish schedules and methods for implementation of the risk management program including loss control and safety programs and security; prepare various reports on loss control activities; implement policies and procedures.
- Develop and prepare the annual preliminary budget for the Maintenance, Operations, Facilities and Transportation department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; order supplies and parts for maintenance and new construction projects.
- Attend a variety of meetings to maintain current knowledge of regulations, legal codes and requirements; conduct and facilitate meetings.
- Plan and direct special events and projects including graduation, facility use by outside agencies, school safety plans and other facility projects.
- Prepare oral and written reports to the board, local, county and state agencies.
- Maintain/coordinate facility use calendar/schedule.
- Submit all necessary forms related to District vehicles, pest control, chemicals to local and state agencies.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to:
 - Bachelor's degree in Business Administration, Engineering, Architecture, Facilities Planning/Management, Construction Management or a closely related field.
- OR
- Ten years increasingly responsible experience in maintenance, operations and repair of building, grounds and facilities, and in facilities planning and construction or related field, including two years in a supervisory capacity.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.
- Fingerprint clearance.
- Negative TB test result.

Knowledge of:

- Planning, organization and direction of maintenance, operations and activities involved in the inspection, cleaning, maintenance and repair of District buildings, facilities, grounds and equipment.
- Planning, organization and direction of facility planning, maintenance and operations and risk management services.
- Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, construction, maintenance or repair activities.
- 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.
- CAL/OSHA requirements/safety precautions and procedures.
- Building construction practices and laws governing the construction, maintenance and repair of schools and public buildings.
- Applicable building codes, ordinances, requirements, regulations and safety precautions.
- Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition.
- Principles, practices, scheduling, routing and coordination of student transportation.
- Health and safety regulations and procedures.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Record-keeping and report preparation techniques.
- Operation of a computer and assigned software.
- Policies and objectives of assigned programs and activities.
- Budget maintenance and control for M.O.F.T programs.
- Principles and practices of administration, supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Technical aspects of field of specialty.
- Knowledge of pool operations and equipment.
- Basic knowledge of DSA requirements and process and procedures.

Ability to:

- Plan, organize, control and direct operations and activities involved in the inspection, cleaning, maintenance and repair of District buildings, facilities, grounds and equipment.
- Plan, organize, control and direct the development and implementation of facility planning and risk management services for Farmersville Unified School District.
- Coordinate and direct student transportation functions, communications, personnel and resources to meet District needs and ensure smooth and efficient departmental activities.
- Supervise and evaluate the performance of assigned personnel.
- Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.
- Estimate material, labor, equipment and time requirements.
- Monitor and ensure adequate levels of maintenance and repair equipment and supplies.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.

- Prepare comprehensive reports.
- Direct the maintenance of various records related to assigned activities.
- Follow proper purchasing procedures.
- Provide training on utilizing software programs.
- Operate and monitor all software programs related to the Aquatic Center.
- Ability to run and operate a fiscally sound department.

WORKING CONDITIONS:

Work Environment:

- Indoor/outdoor environment.
- Driving a vehicle to conduct work.

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.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to inspect projects and read a variety of materials.
- Sitting or standing for extended periods of time.
- Walking during site visits.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: October 22, 2019

FLSA Status: Exempt (Classified Management Salary Schedule)