

## DIRECTOR OF MAINTENANCE & OPERATIONS

### JOB SUMMARY

The Director of Maintenance & Operations plans, directs, oversees and evaluates the District's maintenance and operations program including maintenance, grounds and custodial services. The Director ensures that services and practices comply with local, state and federal regulations and that operational and program goals and objectives are met.

### REPRESENTATIVE DUTIES

The position description describes the general nature of work performed.

### ESSENTIAL FUNCTIONS

The Director of Maintenance & Operations may perform any combination of the following:

- Develops long and short range plans and programs including: budget; routine, periodic, preventative and deferred maintenance, repair and alteration of District buildings and grounds; safety; emergency response; and staff development.
- Monitors the department budget and expenses throughout the year.
- Manages the day-to-day activities of the District's maintenance, grounds and custodial programs in conjunction with appropriate supervisors; ensures the work is completed efficiently and within regulatory guidelines and project deadlines and services are provided in an efficient and effective manner.
- Oversees and performs tasks related to the Request for Proposals process; ensures proper processes are followed with contracted services.
- Manages a wide variety of safety-related programs (e.g. asbestos removal, lead abatement, hazardous materials) to ensure compliance with Federal, state, county and city requirements.
- Interviews, selects, supervises, develops/coaches, evaluates, and disciplines assigned staff.
- Reviews operations and inspects facilities; ensures operations and facilities are in compliance with local, state and federal regulations; prepares or oversees the preparation of compliance reports.
- Ensures equipment is maintained properly and repaired or replaced as needed.
- Provides recommendations to District on construction and maintenance projects.
- Gathers data analyzes and solves problems; responds appropriately to inquiries and service issues.
- Promotes exceptional customer service.
- Oversees projects.
- Coordinates with other governmental agencies as needed.
- Researches new products, laws and regulations; stays current on all areas related to maintenance and operations.
- Conducts studies; makes recommendations regarding staffing, purchases, policies, procedures.
- Maintains a variety of files and records to document activities, provides reliable information and maintains compliance.
- Monitors the activities of consultants/vendors who provide services related to maintenance, grounds, and custodial.
- Attends meetings, including serving as a District representative; serves as a presenter in areas related to assigned functions.
- Performs other job-related duties as assigned.

## **DIRECTOR OF MAINTENANCE & OPERATIONS**

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Principles, practices and methods of maintenance, trades, grounds and custodial services.
- Applicable laws, codes, ordinances and other regulations related to functional areas of responsibility
- Materials, supplies and equipment used in maintenance, trades, grounds and custodial services.
- Principles and practices of supervision, coaching and performance evaluation.
- Principles and practices of budget administration.
- Electronic and manual recordkeeping practices.
- Computer-based applications such as word processing, databases, spreadsheets, calendars, and email.
- Workplace math such as arithmetic operations, percents, rounding, and problem solving.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Business writing, proofing and editing.

#### **ABILITY TO:**

- Plan, direct, oversee and evaluate maintenance, grounds and custodial services.
- Administer personnel policies and practices.
- Apply pertinent codes, policies, regulations, laws.
- Operate equipment used in the performance of assigned duties.
- Use current, up-to-date computer-based applications such as word processing, databases, spreadsheets, calendars and e-mail to perform job duties efficiently.
- Plan and manage projects.
- Prepare and monitor budgets.
- Review and interpret highly technical information.
- Write technical materials.
- Analyze situations to define issues, draw conclusions and take appropriate action.
- Exercise appropriate judgment when making decisions.
- Adhere to safety practices.
- Plan, prioritize and organize work, schedules and timelines.
- Meet deadlines and schedules.
- Adapt to changing work priorities.
- Coordinate and schedule activities, meetings and events.
- Communicate effectively with a wide variety of individuals.
- Compose written communications applying correct English usage, grammar, spelling, punctuation and vocabulary.
- Work effectively, independently and as part of a team with minimum supervision.
- Establish and maintain cooperative working relationships with others.
- Maintain confidentiality of sensitive information.
- Operate a vehicle

#### **EDUCATION AND EXPERIENCE**

Bachelor's degree in business administration, public administration, engineering, construction or related field. A combination of education, training, and/or experience that demonstrates equivalent knowledge and abilities may be considered in lieu of a bachelor's degree. One year of additional qualifying experience substitutes for each 24 semester/45 quarter units of education leading to one of the degrees.

**DIRECTOR OF MAINTENANCE & OPERATIONS**

Five years of increasingly responsible work experience in the maintenance field, at least three years of which must be at the supervisory or management level in the maintenance field.

**REQUIRED TESTING**

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

**LICENSING AND CERTIFICATION REQUIREMENTS**

Valid California Class C driver’s license and a record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position. The record must be submitted at the time of application. Employees hired in this classification will be enrolled in the DMV Employee Pull Notice program. The District will receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver’s license suspension, revocation, or any other action is taken against the employee’s driving privilege during employment.

**CONTINUING EDUCATION/TRAINING**

Participation in ongoing job-related training as assigned.

**CLEARANCES**

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

**WORKING ENVIRONMENT**

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

- Never = 0%
- Seldom = 1-10% (<45 minutes)
- Occasionally = 11-33% (up to 3 hours)
- Frequently = 34-66% (up to 6 hours)
- Continuously = 67-100% (more than 6 hours)

Seldom	Squatting/crouching, climbing/balancing, kneeling, reaching above shoulder, stooping/bending, twisting back, pushing/pulling, power/firm grasping, hand and food controls, reaching at shoulder, above shoulder, below shoulder, lifting at waist height and carrying up to 50 pounds up to 100 feet
Occasionally	Walking, standing, lifting 11-25 lbs. at waist height, carrying 11-25 lbs. up to 25 feet, lifting up to 10 lbs. overhead or at shoulder height, carrying up to 10 lbs. up to 25 feet
Occasionally/Frequently	handling/simple grasping, sitting, neck flexion/rotation, fingering/fine manipulation

**DIRECTOR OF MAINTENANCE & OPERATIONS**

**AUDITORY OR VISUAL REQUIREMENTS**

Ability is required to communicate, operate vehicles safely, and respond to safety bells and emergencies.  
Ability is required to see near, distant, color, depth and peripherally.

**ENVIRONMENTAL CONDITIONS**

Work is subject to exposure to dust, dirt, odors, noise, chemicals, fumes, solvents, vibrations, electric shock and poor ventilation. Working around and with machinery and tools having moving parts. Work is occasionally conducted in adverse weather conditions and is performed in both indoor and outdoor environments. Work is subject to driving to District sites.

**FLSA STATUS**

Exempt

**SALARY RANGE**

Management Range 4