

DAVIS JOINT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

Title: Director II: Maintenance and Operations

Under the general direction of the Executive Director of Capital Operations, the Director of Maintenance and Operations is responsible for organizing, planning and coordinating the functions of the maintenance, grounds keeping, facilities use, custodial operations, and warehousing/distribution programs of the District. The Director is responsible for the on-going operation and maintenance of District facilities, improvements, fleet operations, and equipment

Representative Duties

1. Plans, organizes, controls and directs a variety of programs, projects and activities related to the maintenance and operations functions to provide a safe and appropriate environment for students, staff, and community.
2. Directs preparation and maintenance of a variety of narrative and statistical reports, records and files.
3. Prepares and implements the District's Deferred Maintenance Program.
4. Provides leadership to the Manager of Custodial Operations regarding the Facilities Use Program.
5. Communicates with other administrators, District personnel and contractors to coordinate maintenance and operations activities and programs, resolve issues and conflicts and exchange information.
6. Organizes and facilitates various committee activities in areas of responsibility.
7. Supervises and evaluates the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and schedule appropriate training of subordinates.
8. Develops and prepares the annual budget for maintenance and operations; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines.
9. Make presentations to the Board as necessary regarding maintenance and operations plans, projects and needs.
10. Responsible for management, maintenance, and recommended replacement of District vehicle fleet and operable equipment.
11. Directs the planning, coordination, and direction of the maintenance, operations, and custodial functions, including the repair and alteration of District structures and related physical facilities.

12. Directly supervises daily work of all Maintenance & Operations personnel, including work assignment and prioritization, monitoring of performance, evaluation and training.
13. Makes inspections and analyzes maintenance, custodial, grounds keeping and warehousing needs to assist in the establishment of standards for effective programs.
14. Assists the Executive Director in the supervision of plan and specification preparation for repairs, additions or alterations to buildings, grounds, or equipment for bid by outside contractors.
15. Assists in the establishment of standards of preventative maintenance for buildings and equipment.
16. Approves work requisitions and expenditures, and assists in the submission and monitoring of annual and multi-year budgets for maintenance expenditures in accordance with fiscal policies.
17. Assists in the direction and implementation of legally required programs and systems, including AHERA, Healthy Schools Act, SARC inspections and FIT reports.
18. Coordinates phone communication and document reproduction services and equipment.
19. Assists in the preparation and presentation of written and oral communication to the Board of Education, Superintendent, and other organizations.
20. Serves as a liaison between vendors, architects, engineers, contractors, District administrators, State officials and the District relative to alterations of buildings and purchase of maintenance and repair work, supplies and equipment.
21. Supervises and coordinates the surplus equipment process, security improvements and on-going security services.
22. Assists Executive Director in other areas as required to meet goals and needs of the District.
23. Perform other related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

1. Legal codes, title and regulations.
2. Facilities, maintenance and operations procedures and practices.
3. Sound administrative principles, particularly in the area of personnel practices and office management.
4. District software and hardware systems.

Ability to:

1. Plan, organize, implement and evaluate administrative and support service activities with a high degree of professionalism in a district-wide setting.
2. Work independently on development, refinement or analysis of new programs, policies or other studies.

3. Work effectively with others.

Education: Equivalent to an Associate of Arts degree in facility management, business management, or related field.

Experience: Equivalent to a minimum of five (5) years of progressively responsible experience in the field of maintenance, repair and operation of building systems including at least two (2) years of supervisory responsibility for a building maintenance and operations program.

Additional experience above the required minimum may be substituted for college education requirements on a year for year basis.

Licenses and Other requirements: Valid California Drivers License.

Licenses and Other Desired: Maintenance Program Certification, LEED accreditation