

**UNION SCHOOL DISTRICT****MANAGER, MAINTENANCE & OPERATIONS****THE POSITION**

Under the direction of the Assistant Superintendent of Business Services, the Manager, Maintenance & Operations (M&O) is responsible for the overall coordination of facilities and maintenance projects. The Manager of M&O plans, organizes, supervises, trains and evaluates activities and personnel of the Maintenance and Operations Department; supervises and evaluates the timely, safe and efficient work of repairs, upkeep, grounds care, delivery, warehousing and cleaning; and performs related work as required.

**REPRESENTATIVE DUTIES:**

- Leads and coordinates the duties of but not limited to:
  - Grounds Maintenance
  - Maintenance Specialist
  - Custodians [when school is not in session]
  - Delivery Driver
- Directs, plans and coordinates the maintenance, operation, repair and alteration of District facilities;
- Directs maintenance projects, including new construction, ongoing projects, deferred maintenance, and District leases;
- Reviews and evaluates: work methods and procedures; supply, material and equipment requirements; operational matters and priorities; and confers with the Assistant Superintendent of Business Services if necessary, regarding these issues;
- Manages the District work order system, reviewing and approving work requisitions and all expenditures in accordance with the approved M&O budget;
- Prepares, submits and monitors M&O budgets;
- Requests, reviews and approves vendor quotes for construction and repair projects;
- Recommends procedural changes for maintenance, grounds, custodial, delivery and warehouse functions;
- Coordinates classroom utilization and other space requirements and furniture needs;
- Prepares and executes the process and disposal of surplus materials;
- Supervises, counsels and evaluates M&O employees;
- Develops and implements department staff trainings and meetings;
- Coordinates and assigns M&O staff to departmental routines and schedules, and site emergencies;
- Implements and oversees the M&O safety program and plans and coordinates safety and annual risk management training sessions for M&O and custodial staff;
- Reviews accident reports and makes necessary recommendations;
- Oversees security systems, including fire and burglar protection and alarms; hires security vendors as needed for special patrols;
- Manages, enforces policy on, and keeps detailed records on locks, cylinders and keys;
- Organizes and supervises custodial work during summer cleaning; obtains custodial substitutes and approves necessary overtime;
- Maintains inventory of vehicles and large equipment and creates a replacement schedule;
- Ensures that staff is provided with appropriate, efficient and safe tools/equipment to perform their jobs.

- Assists in the development of a District Five-Year Deferred Maintenance Plan;
- Surveys the District yearly for possible hazardous waste and contracts for disposal through an approved company and manages the storage and disposal of all hazardous waste at the school sites and the Corporation Yard;
- Works with leasees from the closed sites to resolve building and site problems that are the District's responsibility as defined in the leases;
- Responds either by phone or in person to emergency problems after normal business hours and on weekends or holidays;
- Works with administrators on resolving site problems that pertain to the purview of this position;
- Assists the Assistant Superintendent, Business Services in working with the youth athletic leagues on assigning of fields, processing applications and field concerns;
- Processes and gives final approval for site facility use including collecting insurance verification, fees, and in some instances, fingerprinting results;
- Responds to system problems such as bells, telephones, intercoms, alarms, exterior lighting, heating and air conditioning;
- Manages turf and approves schedules for fertilizing, weed spraying, mowing, aerating, pest abatement, watering and irrigation repairs;
- Maintains communication with District personnel and members of the community in relation to maintenance and grounds complaints, emergencies and general site issues;
- Ensures that safety practices are in place, followed and maintained as required for department staff; follows State required programs such as Williams Act Facility Inspections, Public Works Reporting, Indoor Air Quality, Integrated Pest Management (IPM), hazardous materials, fire and safety procedures. Acts as District's IPM Coordinator;
- Maintains District policies and procedures in relation to time sheets, attendance sheets, absence forms, etc.;
- Handles sensitive employee-employer relationship issues and documentation in coordination with the Business Services and Human Resources Departments, including issues concerning disciplinary action, evaluation procedures and Workers' Compensation claims;
- Assists in implementing and maintaining established goals, objectives, policies and priorities relating to M&O activities;
- Manages the District two-way radio communication system;
- Manages building blueprint inventory and construction close-out documentation;
- Maintains and follows CUPCCAA purchasing program;
- Works with parent or community groups on school improvement projects;
- Attends evening meetings, including monthly board meetings; and
- Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Principles, practices, methods, materials and equipment used in the maintenance, grounds, custodian, warehouses and delivery trades.
- Health and safety regulations, practices and procedures.
- Budget preparation and control.
- Routine and emergency facility and grounds maintenance requirements.
- Computer software applications for work orders, budgets, spreadsheets and word processing.

- Appropriate procedures when working in a school environment around students, staff and community members.

**Ability to:**

- Plan, organize, coordinate and direct the Maintenance and Operations activities of the District;
- Train, supervise and evaluate personnel;
- Keep records as required and follow directions received;
- Prepare and maintain a variety of records and reports;
- Understand and carry out oral and written instructions;
- Communicate clearly and concisely, orally and in writing;
- Meet the physical requirements necessary to safely and effectively perform the essential duties of the position;
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Analyze problems and recommend and implement solutions;
- Work cooperatively with others; and
- Maintain regular attendance.

**Qualifications**

*Required Certification, Education and Experience:*

Must have any combination of experience and/or training that would indicate possession of the knowledge, skills and abilities listed above, preferably in a public setting including two years of college coursework and/or four years of responsible experience in the M&O field. A valid California driver's license is required and an acceptable driving record which meets the requirements of the District's insurance carrier. Demonstrated leadership, organizational and management skills. Appearance, grooming and personality that establishes a professional example.

*Personal Characteristics:*

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

**SALARY & BENEFITS:** The Manager, Maintenance & Operations, is compensated per the Management Salary Schedule. This position works 221 days (Full time). The District provides a competitive benefit package.

**WORKING CONDITIONS:**

**Environment:**

Indoor and outdoor work environment with high noise and distraction levels and with exposure to a variety of weather conditions.

Must work after-hours on emergencies as required.

Driving a vehicle to conduct work at other sites.

**Physical Demands:**

Visual ability to read handwritten or typed documents and the display screens of various office equipment and machines;

Ability to conduct verbal conversation *on the phone or in person* and/or training in English and, possibly, a designated language;

Hear normal range verbal conversation (approximately 60 decibels);

Sit, stand, stoop, kneel, bend and walk;

Sit for sustained periods of time;

Lift up to 25 or more pounds;

Carry up to 25 or more pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Operate/drive vehicles, machinery or equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

**Disaster Service Worker**

*CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.*

*Revised June 10, 2019*