

Magnolia School District

DIRECTOR, MAINTENANCE, OPERATIONS, TRANSPORTATION & FACILITIES

DEFINITION

Under direction of the Assistant Superintendent, Business and Administrative Services, responsible for planning, organizing, administering, and directing all maintenance, custodial, grounds keeping, transportation, and facility activities of the district.

EXAMPLES OF DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Confers with, directs, and instructs maintenance, custodial, gardening, and transportation personnel regarding methods and procedure of work, supply, and equipment requirements, and in solving operational problems and conflicts;
- Organize and direct a system of facility maintenance;
- Consults with administrators and director of food services regarding operation, maintenance, and equipment problems affecting their programs;
- Serve as a consultant to the administration relative to building, prepare and/or follows specifications for new construction, reconstruction, and landscaping projects;
- Determines and recommends buildings and grounds repair and maintenance work;
- Responsible for safety compliance with Occupational Safety and Hazard Administration (OSHA) requirements, maintains records of maintenance and repair to maintenance, operation, transportation, and warehousing equipment;
- Lays out and plans a systematic preventive maintenance program;
- Supervises all assigned maintenance personnel; (Assistant Director of Maintenance and Operation);
- Supervises the transportation department;
- Reviews requests for work to be done;
- Reviews and approves recommendations for employment, transfers, and promotion of personnel;
- Devises and conducts in-service training programs;
- Performs other related duties as assigned.

LICENSES

- Possession of a valid California Operator's license.
- A General Building California State Contractor's License "B" is desired.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Building construction ordinances and laws affecting construction and repair to school buildings;
- Codes specific to Division of State Architect (DSA) desired;
- Reading and understanding of architect drawings;
- Methods, equipment, and supplies used in repair, custodial work, gardening and transportation;

- Heating and ventilating systems and their repair and upkeep;
- Laws affecting the construction and repair of school buildings;
- Laws affecting the transportation of pupils;
- Principles of supervision and training.

Ability to:

- Estimate cost of repair and construction work;
- Prepare, interpret and work from blueprint plans, architect drawings and specifications;
- Coordinate, supervise and inspect the work of skilled tradesmen;
- Plan and organize building repairs, alterations, and general maintenance work;
- Plan and organize transportation schedules;
- Prepare written and oral reports;
- Plan and effectively supervise the work of others;
- Maintain effective working relationships.

Experience:

- Five years of increasingly responsible experience in the field of facilities and ground maintenance, preferably in a school district, including at least ~~one~~ two years in a supervisory capacity.

Education:

- Equivalent to Bachelors degree, including or supplemented by courses in one or more of the building trades. A combination of education and experience may be substituted.

WORKING ENVIRONMENT

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 75-100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting, walking, bending, squatting or standing for brief periods. Other locations may be mostly standing moving from computer to computer.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 70M

Revised: 9/7/76; 8/7/78; 10/6/80; 2/21/13; 6/29/16, 02/2018

Approved: 04/2017, 04/2018

EQUAL OPPORTUNITY EMPLOYER
