

## **ASSISTANT DIRECTOR OF MAINTENANCE AND OPERATIONS**

### **JOB SUMMARY**

Under administrative direction of the Director of Maintenance, Operations, Transportation, and Facility Services, assists the Director in planning, organizing, coordinating, inspecting and supervising the construction, maintenance, operations and repair of District facilities and assigned facility projects.

### **DISTINGUISHING CHARACTERISTICS:**

The Assistant Director of Maintenance and Operations differs from the higher classification of Director of Maintenance, Operations, Transportation, and Facility Services in that responsibility for the entire department is assigned to the Director. This classification also differs from the related classification Assistant Director of Facility Services in that the Assistant Director of Maintenance and Operations is charged with providing general and administrative direction and daily supervision of the District-wide programs of maintenance, operations, facility inspection, repair, modernization and new construction whereas the Assistant Director of Facility Services is charged with providing general and administrative direction to Transportation, Purchasing, Warehousing and assigned Facility Project Managers.

### **SUPERVISION RECEIVED AND EXERCISED**

The Director of Maintenance, Operations, Transportation, and Facility Services provides administrative direction to the incumbent in this class. Responsibilities include providing general and administrative direction to the District-wide programs of maintenance, operations, facility inspection, repair, modernization and new construction.

### **EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- Assists the Director of Maintenance, Operations, Transportation, and Facility Services in the maintenance, repair, improvement and construction of District facilities and grounds
- Assists in the preparation and coordination of plans and specifications for bid by outside contractors
- Approves invoices from suppliers and contractors, ensuring appropriate pre-approvals within District fiscal policies
- Communicates with school site and other District administrative in establishing maintenance programs that enhance and support instructional activities at individual sites;
- Supervises, trains, evaluates and disciplines subordinate reporting staff
- Monitors and supervises staff work schedules, methods and procedures of work and completion of work orders
- Assists in the preparation of annual and multi-year maintenance and grounds budgets and capital outlay analyses
- Monitors maintenance, grounds and capital facility budgets and expenditures in accordance with established fiscal policies
- Assists in the planning, coordination and updating of a five-year Deferred Maintenance and Repair Plan on an annual basis
- Implements the Deferred Maintenance and Repair Plan within fiscal constraints and establishes and supervises a controlled inspection program of facilities to identify non-deferrable and deferrable backlogs of maintenance and repair
- Reviews and prepares cost estimates of material, equipment and labor for repairs, renovations and alterations of District facilities
- Conducts staff and safety meetings

- Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

**Education:** College level or comparable courses in building trades and inspection, facility management, business practices and supervision. Associate of Arts degree in related field and/or School Building Inspection certification preferred.

**Experience:** Equivalent to a minimum of four (4) years of increasingly responsible experience in building construction, maintenance and repair of public facilities and at least three years in a supervisory or lead capacity.

**Knowledge of:** Methods, materials, costs, and equipment used in building construction and maintenance, grounds maintenance, materials storage and distribution; laws governing construction, use and repair of public school facilities, safety orders of the Division of Industrial Safety and the Occupational Safety and Health Act; methods of estimating project costs; applicable sections of California Government and Education Codes, other applicable federal, state and local laws and regulations; oral and written communication skills, operation of computer and modern office software.

**Ability to:** Plan and direct a District-wide program of building maintenance and repair and grounds; train and supervise personnel; prepare estimates of project costs; read and interpret building plans and specification; prepare and monitor an annual budget for a District-wide program; maintain harmonious relations with school officials, employees and the public; maintain insurability to drive a District vehicle.

**License:** Possess a valid Class C California Driver's License.

### **Physical Standards**

*The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary.*

**Work Environment:** While the job incumbent works in an office environment, this position is in direct contact with the public, students and other employees through telephone, electronic mails, and in-person, requiring the ability to effectively manage constant interruptions while managing a high volume of work under severe time constraints. Negative interactions resulting from these contacts can result in stressful situations. The noise level in an office environment is usually quiet whereas school-facilities may be somewhat louder. While performing the duties of this job, the employee works in indoor and outdoor environments. The ability to drive a vehicle to visit sites/attend off-site meetings is required.

**Physical Demands:** Primary functions of the position require sufficient physical ability and mobility to work in an office setting as follows: to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push and/or pull objects up to 20 pounds without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to see within normal visual range and hear within the normal audio range with or without correction; to verbally communicate in order to exchange information with others; physical daily attendance at work is an essential requirement of this job class.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Additional related duties may be assigned.*

Assistant Director of Maintenance and Operations <b>Personnel Action</b>	<b>Personnel Action Date</b>
Adopted by the Personnel Commission	01/2000
Revision Approved by the Personnel Commission	07/05/2007, 02/22/2016