BRIEF DESCRIPTION OF POSITION:

Under the supervision of the Assistant Superintendent—Business Services, the Director of Maintenance, Operations & Transportation directs the functions of the maintenance and operations departments, transportation and supervises the maintenance, custodial, transportation and grounds personnel of the district.

MAJOR DUTIES & RESPONSIBILITIES:

a. Directs the functions of the Maintenance Operations, and Transportation departments; supervises the transportation supervisor, operations manager, maintenance, custodial and grounds personnel of the district.

b. Oversees and directs the planning and scheduling of student transportation routes and the assigning and reassigning of drivers and equipment.

b. Makes recommendations for employment and assignments of departmental personnel.

c. Determines priorities, methods and procedures for work, supply and equipment requirements.

d. Determines needs for purchasing materials, supplies and equipment; formulates, allocates and maintains departmental budget.

e. Arranges and conducts in-service training and orientation programs as required.

f. Reviews plans and procedures for a systematic preventive maintenance program for all district vehicles, facilities and equipment.

g. Reviews initial cost estimates and actual costs to implement corrective action where and when necessary.

h. Arranges and engages contractors for specialized repair or alteration projects.

i. Checks and inspects contractor’s work to ensure compliance with District procedures, standards, specifications and building codes.

j. Assures that buildings and grounds are maintained in a safe condition.

k. Inspects for, identifies and recommends removal of fire and safety hazards; inspects for, identifies and recommends needed changes in buildings for compliance with safety regulations and the Americans with Disabilities Act.

l. Responds to emergencies as required.

m. Provides resource data as required for the Board of Trustees.

n. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

EDUCATION

A California contractor's license or an Associate of Arts in engineering, business or management from a community college is desirable and may be substituted for a portion of the required experience.

EXPERIENCE

At least three years of experience supervising the maintenance and operations of a school district, municipality or industrial plant.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to demonstrate the safe use of equipment and operate office machines or computers; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.