



Classification Specification

DIRECTOR, FACILITIES SERVICES AND MAINTENANCE

Department:	Facilities Services and Maintenance
Reports To:	Chief Business Official
Supervises:	Facilities Services and Maintenance Staff
Approval Date:	June 24, 2020
Revised Date:	2010, 2020

General Description:

Plan, organize, control and direct the district's facility services and maintenance department, including the areas of maintenance, construction, grounds, custodial, and telecommunications; evaluate facility services and maintenance of all district's buildings, grounds, and related facilities; coordinate flow of communications between administrators, personnel and outside organizations; train, supervise and evaluate the performance of assigned personnel.

Essential Duties and Responsibilities:

- Plan, organize, control and direct maintenance, construction, grounds, custodial, and telecommunication operations, activities and related services; develop, implement, and supervise a district-wide preventative maintenance program.
- Provide leadership and coordinates the implementation of the district facilities master plan.
- Communicate with other administrators, personnel and outside organizations to coordinate work, construction, supply, equipment and personnel requirements, resolve issues and conflicts, and exchange information; provide recommendations concerning equipment, materials, personnel, policies and procedures.
- Provide technical expertise, information and assistance to administrators and the Chief Business Official regarding groundskeeping, maintenance and custodial activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Chief Business Official of unusual trends or problems and recommend appropriate corrective action.
- Develop, implement, and monitor work plans to achieve the department missions, goals, and performance objectives.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

- Develop and prepare the annual preliminary budget for the Facilities Services and Maintenance Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
 - Develop and maintain adequate safety standards.
 - Participate in various construction planning and development activities.
 - Review specifications and monitor and inspect on-going construction projects.
 - Work with local, state, and federal agencies, including water, gas, power, fire, sheriffs, Occupational Safety and Health Administration (OSHA), and Federal Emergency Management Agency (FEMA).
 - Serve as the department liaison with school administrators on discussing schedules, problems, and services.
 - Assist in the development, implementation, and management of the district energy conservation program.
 - Serve as the district's safety inspector.
 - Make presentations to the board of education, superintendent, principals, teachers and community as requested.
 - Arrange work schedules for emergency, routine, and periodic maintenance.
 - Inspect, check, and train for proper utilization of time, material, and equipment.
 - Meet with architects and engineers to facilitate and coordinate construction programs from start to finish.
 - Procure the necessary materials and supplies required for the department by developing bid specifications and bid proposals in collaboration with the purchasing department.
 - Develop, coordinate, implement, and evaluate training programs for OSHA safety programs, indoor air quality programs, defensive driving, new employee induction, and other training programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Maintain an inventory of equipment and materials.
 - Prepare and present information and facilities reports to the board of education, and district personnel.
 - Operate a computer and other office equipment as assigned; drive a vehicle to conduct work.
 - Attend and conduct various meetings; serve on state, county, community, and district committees as directed.
 - Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Planning, organization and direction of maintenance, grounds, telecommunications and custodial activities.
- Methods, materials, tools and terminology used in construction, maintenance, groundskeeping and custodial activities.
- Cost estimates and specifications.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Budget preparation and control.
- Oral and written communication skills.

- Principles and practices of administration, supervision and training.
- Applicable laws, codes, ordinances, regulations, policies and procedures.
- Principles and practices of administration, supervision and training.
- Data and voice applications including technology infrastructures and phones.
- Computerized work order systems.
- Energy management systems.

Ability to:

- Plan, organize, control and direct maintenance, groundskeeping, telecommunications and custodial operations, activities and related services.
- Train, supervise and evaluate the performance of assigned personnel.
- Coordinate flow of communications between administrators, personnel and outside organizations.
- Estimate time and material needs for major maintenance, groundskeeping and custodial projects.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan, prioritize and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Research and prepare a district-wide facilities master plan.
- Develop and enforce safe work standards and high-quality levels of service.
- Evaluate new products and methods and recommend usage.
- Read, evaluate, and work from plans and specifications.
- Make presentations to groups.
- Operate a variety of equipment and machinery.
- Translate ideas and suggestions into an effective public relations program.
- Interact diplomatically with the public in a high volume, continuous public contact setting.

Education: Associate's degree or coursework equivalence in construction, maintenance, or building trades from an accredited college or university.

Experience: Six (6) years of experience in institutional maintenance, grounds and/or custodial work, including two (2) years in a supervisory capacity.

Licenses, Certifications, and other requirements:

- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor work environment
- Exposure to changing temperatures.
- In direct contact with District personnel in the absence of an immediate supervisor.
- Driving a vehicle to conduct work.
- Work with a high volume of work with tight deadlines.
- Fast-paced work environment with changing priorities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use hands to finger, handle, or feel objects, tools, or controls; hear and understand speech at normal levels.
- Sit, stand and/or walk for extended periods of time.
- Lift and/or carry objects up to fifty (50) lbs.
- Bend, twist, stoop, or kneel, and reach in all directions.
- Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.