

Escondido Union High School District Job Description

Job Title: Director of Maintenance & Operations
Employee Unit: Management
FLSA Status: Exempt
Salary Level: Range 29
Approved By: Board of Trustees
Approved Date: 8/19/97 / revised 12/2009

SUMMARY

The Director of Maintenance & Operations is responsible for managing, planning, and organizing the maintenance, repair and alteration of district buildings and grounds; serving as the Maintenance representative in planning and developing facilities; ensuring that jobs are completed efficiently and within regulatory guidelines, budget and projected deadlines; preparing and managing the annual budgets for the maintenance, grounds and custodial departments; and ensuring optimal utilization of personnel and other resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinates and directs workers engaged in projects (e.g. site repairs/construction, remodels, preventive maintenance, etc.) for the purpose of ensuring completion within established time frames, project design and budget.

Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies to ensure that jobs are completed efficiently; specifications for major capital improvements are within local/state/federal regulations; and approving inspection reports and payment requests.

Studies production schedules and estimates worker hour requirements for completion of job assignment.

Interprets company policies to workers and enforces safety regulations. Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.

Suggests changes in working conditions and use of equipment to increase efficiency of work crew. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.

Analyzes and resolves work problems, or assists workers in solving work problems.

Initiates or suggests plans to motivate workers to achieve work goals.

Maintains time and production records.

Confers with Principals and other managers to coordinate activities of individual departments and sites.

Manages long and short range maintenance plans/programs (e.g. facility repair plans, annual budget, deferred maintenance plan, etc.) to ensure that district resources are effectively utilized.

Collaborates with others (e.g. District personnel, community organizations, city/county/state and federal agencies, etc.) for the purpose of implementing and maintaining services and/or programs.

Monitors fund balances of assigned programs and related financial activity to ensure that expenditures are within budget limits and/or appropriate fiscal practices are followed.

Performs personnel functions (e.g. interviewing, evaluating, supervising, discipline, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Recommends new hires, promotions, termination and transfers to maximize the performance standards and productivity of the work force.

Prepares a wide variety of written materials (e.g. correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference and/or conveying information for internal and external entities.

SUPERVISORY RESPONSIBILITIES

Directly supervises employees in the Maintenance & Operations Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or five years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

ABILITY TO:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Organize a number of activities, meetings and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to effectively interact with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods.

OTHER SKILLS AND ABILITIES

Working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise.

Ability to manage large crew of Maintenance and Operations workers, including being able to identify skills, make appropriate assignments and maintain work schedule. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

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.

While performing the duties of this job, the employee frequently works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

COMMENTS

The individual assigned to this position will be part of the district's management team and expected to participate in all staff development, meetings, etc. as required. In addition, the individual must be able to adhere and require crews to adhere to pertinent laws, codes, district policies, procedures and perform to high expectations. As a representative of the Escondido Union High School District, all managers are expected to present a professional appearance and relate well to employees and the public.