

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR-MAINTENANCE AND OPERATIONS**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Business, plan, organize, control and direct maintenance, groundskeeping and custodial operations, activities and related services; coordinate flow of communications between administrators, personnel and outside organizations; train and supervise the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct maintenance, groundskeeping and custodial operations, activities and related services; develop and implement programs for preventive maintenance.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training.

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 the administrator regarding groundskeeping, maintenance and custodial activities; assist in the formulation and development of policies, procedures and programs to ensure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action.

Plan, organize and implement long and short-term programs and activities designed to enhance groundskeeping, maintenance and custodial programs and services; receive and review requests for alterations, remodeling and other projects.

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 Maintenance and Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of maintenance, grounds 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.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct maintenance, groundskeeping and custodial operations, activities and related services.  
Supervise 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.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically this would be gained through: bachelor's degree in construction management, business administration, engineering or related field and five years increasingly responsible experience in the construction, maintenance and repair of buildings and facilities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Seeing to inspect facilities and read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.