

## DEL MAR UNION SCHOOL DISTRICT

**CLASS TITLE:       DIRECTOR, MAINTENANCE, OPERATIONS AND FACILITIES**

### **BASIC FUNCTION:**

Under the direction of the Executive Director, Technology and Capital Programs, the Director, Maintenance, Operations & Facilities was established for the purpose/s of developing, implementing, managing and maintaining the services to facilitate the maintenance, repair and alteration of district buildings and grounds; oversee the design, planning and developing of facilities and new construction, serving as the district representative in planning and developing facilities and new construction; and directing program operations including planning, staffing, budgeting and complying with established requirements.

### **RESPONSIBILITIES:**

- Plan, organize and direct a variety of programs, projects and activities related to the maintenance and repair of school buildings, grounds and associated equipment; effectively allocate resources to various projects including funds, staff and supplies.
- Collaborates with internal and external personnel (e.g., other administrators, staff, public agencies, citizen advisory groups, community groups) for the purpose of coordinating activities and programs, resolving issues, and exchanging information concerning assigned functions and related matters.
- Develops and monitors departmental budget, expenditures allocations, fund balances, and related financial data for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and expenditures are authorized in accordance with established limitations.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes (e.g., facility utilization, site repairs/construction, preventive maintenance) for the purpose of making recommendations and/or implementing actions that provide services within established timeframes and in compliance with related requirements.
- Inspects new construction, repair work, grounds, special projects, equipment, work orders, daily maintenance, and supplies for the purpose of ensuring that jobs are completed efficiently; specifications for major capital improvements are within local/state/federal regulations; assists with the development of bid documents; and approves inspection reports and payment requests.
- Manages construction contracts for new facilities and major alterations and/or modernization of existing facilities for the purpose of ensuring that the work is performed in accordance with specifications, timelines, and budget.
- Manages assigned program and/or department responsibilities (e.g., site improvement, grounds, ADA access, fire inspections, safety) for the purpose of achieving outcomes in relation to organization objectives and ensuring conformance with legal, financial, and District requirements.
- Oversees the Prop 39, California Clean Energy Jobs Act
- Oversees the preparation and development of a variety of mandated plans, studies, and reports prepared internally or by retained consultants (e.g., environmental impact report, project applications with the state and local agencies) for the purpose of complying with regulatory actions, funding requirements, and other established policies.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs personnel administrative functions (e.g., interviewing, selecting, evaluating, supervising, training) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a wide variety of written materials (e.g., Board agenda items and briefings; contracts of professional services; budgets; property contracts; legislative updates; contract changes; requests for proposals; a variety of narrative and statistical reports related to construction; short- and long-term master facilities plans; maintenance and modernization of facilities) for the purpose of documenting activities, providing written reference, seeking input, and/or conveying information.
- Presents information at various meetings for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining District wide services.
- Responds to a wide variety of inquiries from staff, District personnel, other community agencies, etc. for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Reviews long-range projections to determine timelines and locations for new sites and associated needs (e.g., hiring architects and consultants, financial requirements, financing options) for the purpose of developing plans to assure the timely availability of facilities to maintaining a successful educational service.
- Active or Lead participant in all district committees involving facilities.
- Develop and prepare the annual preliminary budget for maintenance, deferred maintenance and utilities, analyze and review budgetary and financial data; control and authorize expenditures in accordance with limitations.
- Prioritizes work orders for efficiency and safety.
- Assures proper use and care of all District facilities, operation equipment, and transportation vehicles for efficiency and safety.
- Responds to emergencies for the purpose of determining and implementing appropriate actions required to resolve situations.
- Answers after-hour emergency calls as needed.
- Supports the Executive Director, Technology and Capital Programs in providing technical expertise, information regarding assigned functions for the purpose of formulating and developing policies, procedures, and programs that address District needs.
- Assists in supervising the construction, modernization, or repair of facilities.
- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Planning, organization and direction of the maintenance and repair activities of district facilities, grounds and associated equipment.
- Construction, engineering, architecture, and maintenance management.
- Building codes and other applicable laws, codes, regulations, policies and procedures.
- Custodial practices and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.

### **ABILITY TO:**

- Develop and administer contracts for school construction projects.
- Insure compliance with safety practices and various code requirements.
- Understand blueprints and schematic drawings.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- 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 operations and activities.
- Use interpersonal skills with tact, patience and courtesy.
- Ability to direct, manage and evaluate personnel,
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

### **QUALIFICATIONS:**

- A Bachelor's degree in related field and five years of experience in maintenance, grounds or related function.

### **EXPERIENCE:**

- Five years experience in a supervisory capacity.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office/school environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Walking, climbing to inspect sites.
- Sitting or standing for extended periods of time.

**TERMS OF EMPLOYMENT:**

Twelve-month work year; Valid Driver's License, Criminal Justice Department Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

**SALARY:**

Placement on the Classified Management Salary Schedule.