



Moraga School District

1540 School Street
Moraga, CA 94556
Julie C. Parks Ed. D., Superintendent

CLASSIFIED MANAGEMENT EMPLOYMENT OPPORTUNITY

Posted: May 26, 2026

Date Due: June 1, 2026

POSITION: Director of Buildings and Grounds
Full-time- 8 hours per day, 40 hours a week, 12 months/year
Rate of pay: \$117,870 - \$127,543 per year

Under the direction and supervision of the Superintendent, the Moraga School District Director of Buildings and Grounds is a District administrator who provides leadership to accomplish the vision of the Moraga School District. The Director of Buildings and Grounds will provide direction to ensure the regular maintenance, repair, cleanliness, and safe operation of all District facilities and grounds.

The Director of Buildings and Grounds role is for the purpose of directing, supervising, planning, coordinating, implementing, and overseeing the maintenance, repair and alteration of District buildings, facilities, and grounds; serving as the District representative in planning, developing and remodeling facilities and new construction; and overseeing the District safety plan ensuring facilities are in compliance with legal requirements. The Director works collaboratively with District and school administrators, reports progress and updates to the Governing Board, and performs other duties as assigned.

ESSENTIAL FUNCTIONS

- Participates in the development and implementation of goals, objectives, policies, and priorities for the Buildings and Grounds Department
- Assists in the development and maintenance of District policies and regulations regarding school facilities and maintenance
- Coordinates a variety of programs and/or activities for the purpose of ensuring availability of facilities/equipment and/or services in conformance with established guidelines
 - Coordinates schedules and special event operations for the purpose of ensuring required facilities preparation
- Attends annual meetings with outside user groups in the Moraga Sports Alliance and collaborates in shared goals around District facilities
- Develops long and short-range plans/programs for the purpose of planning for future facilities needs and ensuring that district resources are effectively utilized
- Directs department functions for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel
- Directs assigned personnel (maintenance and custodial) regarding the upkeep of facilities and equipment, a system of preventive maintenance and emergency service work, and the training of maintenance personnel. Performs personnel functions (i.e., interviewing, evaluating, supervising, etc.) for the purpose of staffing, enhancing productivity and accountability of personnel, and achieving objectives within budget
- Oversees District/Site Comprehensive School Safety Plans in collaboration with District administrators
- Serves on District Safety Committee as participant and/or primary lead
- Oversees the training for staff in the emergency management and disaster preparedness protocol and liaises with the Moraga Police Department and Moraga Orinda Fire Department
- Supervises and coordinates handling and/or removal of hazardous materials, safety programs

- Inspects construction, repair work, 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, and approving inspection reports and payment requests
- Coordinates and participates in the design and application of engineering and architectural plans and specifications for the construction, remodeling, modernization, and maintenance of District facilities and grounds
- Prepares and reviews labor and cost estimates for construction, maintenance, and repair work
- Works in conjunction with District's legal counsel and prepares and administers the District's construction and renovation contracts
- Manages assigned programs for the purpose of ensuring District compliance with state, federal and/or county regulation
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform essential job duties
- Presents information (i.e., budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls
- Informs and coordinates planned department activities with site administrators and appropriate staff in advance of anticipated work that may occur at sites during the year
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services
- Develops and administers the capital and operating budgets for the department
- Maintains an updated inventory of equipment and supplies and orders equipment and supplies as needed
- Maintains the upkeep and organization of the Maintenance Workshop
- Serves as District liaison to the Division of State Architect, Office of Public School Construction, and other state and local agencies with respect to construction, maintenance, safety, and environmental issues
- Pursues state funding, grants, or other funding opportunities for new construction or modernization of facilities
- Serves as the District's environmental impact officer pursuant to the California Environmental Quality Act
- Develops working agreements with other public agencies and organizations
- Ensures continued monitoring and assessment of the District's facilities and grounds
- Directs the District's energy conservation program
- Responds to facility and maintenance emergency calls and notifies pertinent personnel as needed
- Performs other related duties as assigned

QUALIFICATIONS

Knowledge of:

- Services and activities of a comprehensive facilities and maintenance program
- Facilities Master Plan Process and modernization and new construction building programs
- Materials, methods, practices, tools, and equipment used in a variety of mechanical, technical, and building trades, building and grounds maintenance, vehicle and equipment maintenance, and repair work
- Principles and practices of engineering applicable to school construction, remodeling, rehabilitation, maintenance, and repair
- Occupational hazards and standard safety practices in the assigned area of work
- Principles of budget preparation and control
- Principles of supervision, training, and employee performance evaluation
- Procedures related to employee progressive discipline practices



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- Pertinent federal, state, and local laws, codes, and regulations including the sections of Uniform Building Code affecting the construction, modification, and repair of school buildings and applicable sections of the Education Code and Public Contract Code
- Effective written and oral communication using correct English language and grammar skills
- Planning, organizing, supervising and reporting short and long term maintenance and capital programs
- California Public Contract Code and bidding and contracting requirements for TK-8 school districts; funding resources for school facilities including the School Facility Funding Program

Ability to:

- Work independently with a high degree of self motivation and direction
- Read, interpret and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Review design and layout plans of school buildings construction projects
- Prepare and interpret building plans and specifications
- Perform inspections of school structures and construction
- Analyze cost data and statistical information for the development of administrative controls and records
- Provide supervision and evaluation of District maintenance staff and all District custodians with appropriate feedback and input from relevant District administrators
- Mitigate and eliminate maintenance risk factors which pose potential health and safety risk
- Engage department staff in proactively addressing potential hazardous weather related issues
- Direct, coordinate, inspect and supervise maintenance, grounds, and construction projects
- Prepare written estimates concerning labor and material costs
- Respond to requests and inquiries from staff and the public as necessary
- Perform a range of professional, administrative, advocacy and liaison duties involved in facility maintenance and construction process
- Work effectively with district administrators and representatives of public agencies, community groups, and private industry
- Establish, maintain, and foster positive, collaborative, working relationships with colleague and others contacted in the course of work

Desired Qualifications:

- Equity focused and culturally competent leadership skills
- Values diversity and promotes respect and collaboration among staff
- Proactive and collaborative team member

- Strong interpersonal skills
- Effective problem solver
- Uses data to support decision-making
- Exhibits sound judgment in developing and monitoring department budgets
- Effective planning, organization, and delegation of duties as appropriate
- Ability to facilitate communication and agreement between key stakeholders
- Possesses strong written and oral communication skills and the ability to present information publicly in a succinct and clear manner

PHYSICAL AND MENTAL DEMANDS The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, duties and responsibilities. **Physical Demands** While performing the duties of this class, the employee is regularly required to sit for extended periods of time; hear and speak to exchange information in a proficient manner, in person and by telephone; use hands and fingers to touch, handle, feel, grasp, or operate various types of equipment; and reach overhead, above the shoulders, and horizontally. The employee may be required to stand and walk, bend, stoop, crouch, and kneel. The employee may need to grasp, lift, and move items weighing as much as 20 pounds or more. At times employees may need to lift, carry, push, pull moderately heavy objects (50-100 lbs.) and climb ladders. The employee must be able to operate motor vehicles and drive from place to place. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must have hand eye coordination and be able to read printed material, computer monitor, hand device, or other technology screens.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; demonstrate judgment and professionalism when interacting with supervisors, colleagues, staff, students, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work efficiently and follow a schedule. At times, the employee may deal with dissatisfied or quarrelsome individuals. Stress may be encountered while performing the duties of this position.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. The employee may work under office conditions with moderate noise levels. When outside or at District sites, noise levels may be at a substantially higher level due to machine or mechanical generation. The employee shall drive to District sites, training facilities, community meetings, and other locations as needed. The employee shall operate at times various District vehicles. The employee work environment will be subject to interruptions.



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EDUCATION/TRAINING/EXPERIENCE

- Any combination of education, training, and experience equivalent to: Bachelor's Degree in Engineering, Architecture, Construction Management
- Three to five years of experience in overseeing facilities, maintenance operations, building construction
- Preferred experience within schools or public projects, and at least three years of which include supervisory practice

OTHER CONDITIONS OF EMPLOYMENT

- Valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance policy
- Maintain current professional licensure status if applicable
- Participate in employer mandated and annual training programs
- DOJ/FBI fingerprint clearance
- Appropriate TB clearance

To apply: Please complete an application (found on the district website)

And include a cover letter and resume.

Send to Lisa Crouch by email, mail, fax or drop by

<http://district.moraga.k12.ca.us/>

or the District Office, 1540 School Street, Moraga, CA (925) 376-5943

For more information, please contact Lisa Crouch at 925.377.4103 or lcrouch@moraga.k12.ca.us

Moraga School District
NONDISCRIMINATION STATEMENT

The Moraga School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's actual or perceived age, ancestry, color, disability, ethnic group, identification, gender, marital status, national origin, race, religion, sex, sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in District policies that are available in all schools and offices.

For inquiries or complaints related to discrimination or harassment based on the individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender, gender identity, national origin, race, religion, sex, or sexual orientation, contact:

Moraga School District
Director of Pupil Services
District Section 504 and Title IX Coordinator
(925) 376-5943

For more information:

Equal Employment Opportunity Commission
1-800-669-4000
1-800-669-6820 (TTY)
info@eoc.gov