

EAST SIDE UNION HIGH SCHOOL DISTRICT

Job Title: Director of Facilities, Maintenance and Operations

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Associate Superintendent of Business Services, directs the planning, organizing and implementing of District maintenance activities and operations. Supervises and controls the daily maintenance functions and staff of the District. Assigns, schedules, directs, supervises, and evaluates the work of others. Ensures sufficient resources and quantities of materials/supplies are available for District maintenance projects and needs. This is a management level classification responsible for directing the day-to-day maintenance operations of the District

SUPERVISOR: Associate Superintendent of Business Services

TYPICAL DUTIES:

Evaluates existing maintenance procedures and logistics for effectiveness and recommends procedural or operational changes to increase efficiency

Assigns, schedules, directs, coordinates, and supervises the work of maintenance staff in all areas pertaining to the maintenance of District buildings and grounds including plumbing, painting, carpentry, electrical, air conditioning/heating, grounds keeping, and locksmithing

Supervises all Maintenance department personnel

Directs the daily functions and long-term planning of Maintenance and Operations

Evaluates the performance of personnel supervised

Manages the budget and expenditures of all departments under the Director

Provides the Associate Superintendent of Business Services with accurate and up-to-date information on all departments under the Director

Plans collaboratively with sites and departments

Participates as a member of the District Safety Committee

Assists with resolution of District emergencies

Assists school site and District personnel in understanding the regulations and procedures for facilities repairs and improvements

Implements maintenance procedures and policies

Provides budgets and cost estimates for projects and reports to Associate Superintendent of Business Services

Performs other related duties as assigned

EMPLOYMENT STANDARDS

Knowledge of:

Methods and skills necessary to achieve goals instructed by Associate Superintendent of Business Services in the appropriate areas of responsibility

Education specifications and objectives

California facilities planning forms, standards, and operating procedures

Federal facility applications and procedures

Public financing, budgeting and accounting

Laws and regulations applicable to the departments under Director

Ability to:

Communicate written and verbal instructions

Interpret and prepare plans and instructions

Prepare, present and interpret factual data and conclusions in written, graphic and oral form

Investigate and analyze administrative problems and make recommendations

Utilize computer systems, data and computer applications in management of the areas of responsibility

Meet and work with others tactfully and courteously, manages the work of others, and to establishes and maintains cooperative and effective working relationships

MINIMUM QUALIFICATIONS:

Bachelor's Degree in related field, or

Five (5) years of demonstrated progressively responsible experience in the area of facilities, maintenance & operations

Possession of a valid and appropriate California Driver's License

PHYSICAL DEMANDS AND WORKING CONDITIONS:

1. Seldom = Less than 25%
 2. Occasional = 26%-50%
 3. Often = 51%-75%
 4. Frequent = above 76%
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- a. Ability to work at a desk, conference table or in meetings of various configurations [4]
 - b. Ability to stand for extended periods of time [2]
 - c. Ability to see to read, prepare and proofread documents [4]
 - d. Ability to hear and understand speech at normal level [4]
 - e. Ability to communicate so that others will be able to clearly understand normal conversation [4]
 - f. Ability to bend and twist, sit, stoop, kneel, push, and pull [4]
 - g. Ability to lift 5-20 lbs. [2]
 - h. Ability to carry 5-20 lbs. [2]
 - i. Ability to operate office equipment [4]
 - j. Ability to reach in all directions [4]

WORKING ENVIRONMENT:

Job duties are spent both indoors in an office environment with moderate noise levels and outdoors with potentially loud noise levels, construction site, rooftop and high precarious places, district wide facilities. Must possess the ability to work near mechanical parts. Required to travel by personal and/or district vehicle to and from District sites and to work at remote District sites as needed to perform work activities.

REASONABLE ACCOMMODATION:

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Approved: 08/16/2018 Board Meeting