

**Washington Unified School District**  
*Job Description*

Board Approved: 8/10/2023

**Position Title: Director II of Maintenance, Operations, and Transportation**

**Directly Responsible To:** Assigned Supervisor as determined by the Superintendent or Designee

**Supervises Over:** Assigned classified personnel

**Description of Position:**

Under the direction of the assigned supervisor, the Director II of Maintenance, Operations, and Transportation is responsible for directing, managing, supervising, and coordinating the programs and activities of the Maintenance & Operations and Transportation. Responsibilities include ensuring safe, efficient, and well-maintained facilities, ensuring reliable transportation services for students, collaborating with district leadership, staff, and community, and supervising assigned staff.

**Essential Duties and Responsibilities:**

- Plans, organizes, controls, reviews, and directs the District Maintenance, Operations, and Transportation Department including maintenance, groundskeeping, custodial operations, and transportation.
- Provide technical expertise, information, and assistance to the assigned supervisor regarding groundskeeping, maintenance, custodial, and transportation activities; assist in the formulation and development of policies, procedures, and programs to assure an economical, safe, and efficient work environment; advise the assigned supervisor of unusual trends or problems and recommend appropriate corrective action.
- Plans, organizes, and implements long-and short-term programs and activities designed to enhance Maintenance, Operations, and Transportation Department programs and services;
- Monitor and evaluate the efficiency and effectiveness of the Maintenance and Operations Department's performance.
- Maintain an appropriate system of records for the District's maintenance, operations, and grounds programs, including cost analyses and controls.
- Plan, direct, coordinate, and review the work plan for the Maintenance, Operations, and Transportation Department; assign work activities, projects and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Train, motivate, evaluate, and supervise the performance of assigned staff; coach staff to correct deficiencies; interview and recommend employees for hire and recommend transfers,

reassignment, termination, and disciplinary actions; review recommendations for employee transfer and promotion.

- Plan, coordinate, and implement training of staff, including in-service training and safety programs.
- Develops and prepares the annual preliminary budget for the Maintenance, Operations, and Transportation Department budgets; forecast funds needed for staffing, equipment, materials, and supplies; prepare specifications for vehicles and equipment; implement adjustments as necessary; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Communicates with administrators, personnel, and outside organizations to coordinate activities and programs; resolves issues and conflicts and exchanges information.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate.
- Develop and administer the District Hazardous Materials and Toxic Waste Programs, the District Asbestos Management Program, the Hazard Communications plan, and other safety programs as may be directed by the District Administration.
- Work in conjunction with site administrators to develop an annual maintenance plan for each site.
- Develop a system to ensure quality control and that all work orders are followed through to completion in a timely manner.
- Assist with the development, implementation, and communication of the District deferred maintenance program
- Direct and oversee maintenance of all District vehicles including District buses, passenger and utility vehicles, trailers, tractors, lawn mowers and other motorized equipment; ensure that work is completed in an efficient and safe manner.
- Assist in the investigation of pupil disciplinary problems; collaborate with parents and students; recommend disciplinary actions.
- Operate a computer and assigned software programs including, but not limited to, work-order tracking software, word processing, spreadsheets, databases, and energy management system software; operate other office equipment as assigned; operate a vehicle to conduct work.
- Directs the preparation and maintenance of a variety of narrative and statistical reports,

records, and files.

- Plans, organizes, controls, and directs District transportation services in order to ensure efficient, safe services; assists with the coordination and monitoring of the Transportation Driver Training Program and maintenance and repair programs for student transportation vehicles and automotive equipment.
- Assists with the completion of accident/incident investigations and driver/route evaluations; implements public school safety programs; investigates complaints from the public concerning the operation and maintenance of student vehicles such as buses.
- Develops and administers schedules, and work assignments, and provides in-service and safety training for all assigned staff.
- Oversee the implementation District Facility Use program.
- Attends and conducts a variety of meetings as assigned; attends pre-bid and pre-construction meetings and provides input as required.
- Attend and participate in the Board of Education, cabinet, staff, state agency, city, county, community, and other meetings as assigned.
- Prepare and present reports to the public, funding agencies, Board of Education, superintendent's cabinet, leadership team, school sites, and community groups, as needed.
- Prepares various reports, attends professional meetings and workshops, and makes oral presentations as necessary.
- Perform related duties as assigned

**Knowledge Of:**

- Operational characteristics, services and activities of a maintenance and operations program.
- Tools, material and equipment used in building and grounds maintenance, and custodial services.
- Construction trades, including carpentry, plumbing, painting, electrical, and heating and air conditioning.
- Management skills to analyze problems, policies, and operational needs.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Operational characteristics, services, and activities of a public school pupil bus transportation program.
- Operational characteristics of school buses.
- Education Code requirements related to school transportation.
- Hazardous material and asbestos.
- Standard safety precautions.

**Ability To:**

- Use and operate tools, material and equipment used in grounds and building maintenance.
- Manage, direct and coordinate the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Oversee and direct the operations, services, and activities of maintenance and operations.
- Develop and administer goals, objectives, and procedures.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Operate a computer and assigned office equipment.
- Use a variety of computer software programs including, but not limited to, word processing, spreadsheets, databases, and energy management system software.
- Drive a vehicle to conduct work
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships
- Maintain consistent, punctual and regular attendance.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

**Physical Ability To:**

- Move hands and fingers to operate equipment, a computer keyboard, and manipulate paper.
- Hear and speak to make presentations and to exchange information in person and/or on the telephone.
- See to read a variety of materials, to prepare documents and reports, inspect work in progress, and to supervise.
- Sit or stand for extended periods of time.
- Work at a desk, conference table, small student classroom table, or in meetings in various configurations.
- Hear and understand speech at normal levels
- Kneel, bend at the waist, and crouch
- Reach overhead, above the shoulders, and horizontally
- Lift, carry, push, or pull heavy objects

**Education and Experience Required:**

- Five years of experience directing or managing the areas of maintenance, operations, and/or transportation; experience with state agencies and school facilities is desired.

**Licenses and Other Requirements:**

- Asbestos Hazards Emergency Response Act (AHERA) Certification
- Valid California Class C Driver's license

**Working Conditions:**

Environment: Office environment and driving a vehicle to conduct work