

## **EAST SIDE UNION HIGH SCHOOL DISTRICT**

### **Job Title: Director of Facilities, Maintenance, Operations and Transportation**

#### **DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under the direction of the Associate Superintendent of Business Services, directs the planning, organizing, and implementation of District facilities, maintenance, operations, warehouse activities, as well as bus and fleet maintenance. Supervises and controls the daily functions and staff assigned to these areas. Assigns, schedules, directs, supervises, and evaluates the work of others. Ensures sufficient personnel, resources, materials, parts, and supplies are available to support District needs. Oversees the maintenance, repair, required inspection, and recordkeeping for District buildings, assets, school buses, vehicles, trucks, and other fleet and equipment, and directs District warehouse operations. This is a management-level classification responsible for the day-to-day operations and long-term planning of the departments assigned to the Director.

**SUPERVISOR:** Associate Superintendent of Business Services

#### **TYPICAL DUTIES:**

Evaluates existing facilities, maintenance, operations, bus, fleet, and warehouse 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, heating and air conditioning, groundskeeping, and locksmithing.

Directs the daily functions and long-term planning of facilities, maintenance, operations, bus & fleet maintenance, and warehouse operations.

Supervises and evaluates personnel assigned to the departments under the Director, including subordinate supervisory and lead personnel.

Oversees mechanic shop operations and the maintenance, repair, servicing, and required inspection of District school buses, vehicles, trucks, and other fleet and motorized equipment.

Ensures preventive maintenance, safety checks, operational testing, required inspections, documentation, and corrective repairs of buses, vehicles, equipment and assets are completed in accordance with applicable laws, regulations, manufacturer requirements, and District procedures.

Oversees fleet administration, including repair priorities, vehicle availability, maintenance records, outside repair vendors, warranties and recalls, acquisition specifications, replacement planning, and disposal.

Directs warehouse operations, including receiving, storage, inventory control, distribution, delivery, shipping, mail, and the movement of furniture, equipment, materials, and supplies.

Establishes and monitors warehouse procedures for inventory accuracy, receiving, deliveries, recordkeeping, safety, security, and the proper use and maintenance of warehouse equipment.

Ensures sufficient resources and quantities of materials, parts, tools, equipment, and supplies are available for District maintenance, fleet, warehouse, and operational needs.

Manages the budgets 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 school sites, departments, and other District administrators.

Participates as a member of the District Safety Committee and promotes safe work practices throughout assigned departments.

Assists with the resolution of District emergencies.

Assists school site and District personnel in understanding regulations and procedures related to facilities repairs, improvements, bus & fleet maintenance, and warehouse services.

Develops and implements procedures and policies for the departments under the Director.

Prepares budgets, cost estimates, operational reports, and recommendations for the Associate Superintendent of Business Services.

Performs other related duties as assigned.

### **EMPLOYMENT STANDARDS**

Knowledge of:

Principles and practices of management, supervision, staff development, budgeting, purchasing, and program administration.

Methods and practices related to the maintenance and operation of school facilities, buildings, grounds, buses and equipment.

General principles of fleet management, preventive maintenance, vehicle and equipment repair operations, inspection programs, and maintenance recordkeeping.

Warehousing, receiving, storage, inventory control, distribution, delivery, shipping, and materials management procedures.

Safety rules and regulations applicable to facilities, maintenance, mechanic shop, fleet, and warehouse operations.

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 the Director, including requirements related to school bus and fleet maintenance and inspections.

Ability to:

Plan, organize, direct, supervise, and evaluate multiple operational programs and the work of others.

Communicate effectively in written and oral forms.

Interpret and prepare plans, procedures, specifications, instructions, and reports.

Interpret and apply laws, regulations, policies, and procedures applicable to assigned areas of responsibility.

Establish and monitor preventive maintenance, inspection, inventory, purchasing, and recordkeeping systems.

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

Investigate and analyze administrative and operational problems and make sound recommendations.

Prepare and administer budgets, cost estimates, contracts, and operational expenditures.

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

Meet and work with others tactfully and courteously and establish and maintain cooperative and effective working relationships.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in a related field, or

Five (5) years of demonstrated progressively responsible experience in facilities, maintenance, operations, fleet management, warehouse operations, or a closely related operational field.

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 [4]
  - c. Ability to see to read, prepare, and proofread documents [4]
  - d. Ability to hear and understand speech at a 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. [4]
  - h. Ability to carry 5-20 lbs. [4]
  - i. Ability to operate office equipment [4]
  - j. Ability to reach in all directions [4]

**WORKING ENVIRONMENT:**

Job duties are performed indoors in office, warehouse, and mechanic shop environments with moderate to loud noise levels, and outdoors at construction sites, rooftops, vehicle yards, and District-wide facilities. Must possess the ability to work near moving vehicles, mechanical parts, tools, and equipment. 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 assigned work activities.

**REASONABLE ACCOMMODATION:**

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

Approved: 08/13/2026 Bd Mtg