



**Job Description**  
Prepared/Revised: September 2019

Job Title: **Maintenance and Operations Director**  
 Job Family: **Non-Certified**  
 Pay Program: **Administrative**  
 Typical Work Year: **12 months**

Job Code: **5082**  
 FLSA Status: **Exempt - E**  
 Pay Range: **L 15**

**SUMMARY:** Responsible for providing leadership and administration of services supporting the maintenance and operations of all district facilities. Provide guidance, direction and coordination between services of these areas. Work in conjunction with the Chief Operating Officer to create and administer maintenance funds, capital reserve funds and department operating budgets.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for providing leadership, direction, guidance, coordination, supervision, and administration for district facility operations including maintenance, custodial, sustainability, community use, property management and environmental services. Responsible for ensuring compliance with Board of Education (BOE) operating limitations. Ensure proper, accurate and timely data collection for reporting on BOE policy and statements.	D	40%
2. Responsible for approval of budgets for maintenance, custodial, sustainability, property management, community use and environmental departments	M	20%
3. Collaborates with the district's construction and facilities design departments to ensure coordinated delivery of capital improvement projects across the district. Provides leadership for collaborative work teams to address facility maintenance related issues.	M	20%
4. Responsible for evaluating, recommending and implementing appropriate staffing levels for facility operations department. Provide and ensure through direct reports, timely, accurate and appropriate evaluation and feedback of staff performance in accordance with district guidelines.	M	10%
5. Serves as the secondary designee in the absence of the Chief Operations Officer. Executes the duties and responsibilities identified in BOE operating limitations in the absence of the Chief Operations Officer.	M	5%
6. Perform other duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree from an accredited college or university in a related field. Four (4) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of five years management and administration experience in operations management, preferably in an education setting.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Licensed Architect or Professional Engineer preferred.
- Must successfully complete current district training for supervision of Classified Staff within one year of entering position.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Excellent written and verbal skills.
- Excellent leadership, coaching and mentoring skills.
- Ability to understand complex construction contracts and technical specification.
- Ability to work with internal and external legal counsel.
- Ability to develop, evaluate, and manage budgets.
- Ability to understand and use financial information such as the Comprehensive Annual Financial Report (CAFR).
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.

- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite and Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of database systems.
- Operating knowledge of project management software

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Chief Operating Officer	3075

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	S&SE Manager, Maintenance Services	1	040701
	S&SE Manager, Custodial Services	1	071107
	S&SE Manager, Energy and Sustainability	1	050301
	S&SE Manager, Environmental Services	1	060629
	S&SE Manager, Property Management/Facility Use	1	100518
	Business Support Technician	1	050201

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Develop, evaluate and manage multiple department budgets.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>

	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	