

**BERRYESSA UNION SCHOOL DISTRICT
CLASSIFIED POSITION DESCRIPTION**



**JOB TITLE: DIRECTOR OF MAINTENANCE, OPERATIONS
& TRANSPORTATION**

Job Purpose Statement/s: Under the general direction of the Deputy Superintendent of Administrative Services, plans, organizes, and directs the maintenance, operations and transportation activities for all school district buildings, grounds, and equipment; performs other related duties as assigned.

Essential Job Functions:

- Directs and coordinates energy management.
- Supervises custodial services, grounds maintenance, utilization of District equipment, and pupil transportation.
- Establishes standards of work performance and evaluates results of District employees and contractors.
- Develops and administers the District deferred and preventive maintenance programs.
- Assesses needs, plans and implements training programs for personnel.
- Prepares and controls the budget, confers with school administrators on custodial care and facility maintenance.
- Meets with architects, contractors, engineers and State and local government officials as necessary.
- Makes recommendations to the Deputy Superintendent of Administrative Services.
- Provides direction to transportation personnel through the Transportation Lead regarding methods and procedures of work, supply and equipment requirements, and operational problems and conflicts.
- Confers with school officials regarding problems pertaining to the above mentioned activities.
- District Coordinator of Asbestos Hazardous Emergency Response Act (AHERA).
- District Coordinator of Hazardous Material and Air Quality Management District (AQMD).
- District California Environment Quality Act (CEQA) Officer.
- Ensures compliance with Division of Occupational Safety and Health (Cal/OSHA).
- Advises on and approves work requisitions.
- Reviews and manages operational budgets.
- Makes recommendations for future stock, materials, manpower needs.
- Coordinates special events operations requiring preparation of facilities.
- Reviews, participates in the selection of department personnel and makes recommendation for employment, transfer and promotion of employees.
- Plans and directs the transportation maintenance program.
- Participates in workshops and in-services as required.
- Assists in coordination and enforcement of Injury and Illness Prevention Program.
- Prepares work assignments, schedules workload, and supervises progress.
- Organizes and implements program of in-service training for custodial and maintenance staff.
- Works closely with building inspectors on District construction projects.
- Develops building maintenance program and supervises maintenance and grounds staff.
- Designs and implements preventative maintenance program for buildings and grounds.
- Develops cost estimates and priorities for maintenance and grounds budget.
- Develops and directs summer operational and maintenance programs.
- Prepares annual district maintenance survey and other reports as directed.
- Performs related duties as assigned.

Job Requirements – Qualifications

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Education and Experience Requirements:

- Baccalaureate degree, or equivalent, in a field directly related to the areas of responsibility.
- Possess first-hand experience in the field of maintenance, transportation, landscaping, and custodial services.
- Experienced in several of the shop and construction trades.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Skills, Knowledge, and Abilities:

KNOWLEDGE OF:

- Knowledge of management techniques.
- Knowledge of methods, materials, and equipment used in the various crafts, including carpentry, plumbing, painting, electrical work, and heating/air conditioning.
- Knowledge of bidding procedures and law.
- Knowledge of modern methods of landscape design and planting.
- Knowledge of modern techniques for care and cleaning of buildings.
- Knowledge of safety rules and regulations applicable to school buildings, operations, and equipment.
- Knowledge of transportation organization.
- Interpersonal skills using tact, patience and courtesy.
- Business letter and report writing techniques.
- Legal mandates, applicable sections of the Education Code, District policies and regulations, general public sector laws, practices and procedures and financial and statistical record-keeping techniques.
- Principles, trends, methods, strategies, practices and procedures pertaining to supervision and training.

ABILITY TO:

- Plan, organize, direct and manage systems.
- Analyze organizational problems, develop alternative solutions and make/recommend sound and timely decisions.
- Maintain confidentiality of records and privileged communications
- Communicate effectively both orally and in writing.
- Establish and revise priorities of daily work and long term projects.
- Effectively organize, coordinate and oversee work activities.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and timelines.
- Operate a computer terminal to enter data, maintain records and generate reports
- Work cooperatively with others.
- Ability to work in a multi-tasked, fast-paced environment.
- Meet with sales representatives to receive information on best materials and services for Maintenance, Operations and Transportation.
- Must be physically fit to lead and participate in a variety of vigorous activities.

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Working Conditions:

ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor and outdoor work environment.
- Subject to driving to off-site locations to conduct work. The noise level in this environment is quiet too loud depending upon the activity in the particular part of the day.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be enable individuals with disabilities to perform the essential functions.

Hearing and speaking to exchange information in person and on the telephone; clarity of vision to read documents, prepare documents, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist; reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies; lifting light objects.

Mobility to stand, stoop, reach and bend; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; stand and sit for long periods; walk long distances; occasional lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust vision. Speaking ability to deliver public presentations.

Licenses, Certifications, Bonding, and/or Testing Requirements:

- Criminal Justice Fingerprint Clearance.
- Valid California Driver's License.
- Tuberculosis Clearance.

Reports to: Deputy Superintendent of Administrative Services

Work Year: 225

Salary Placement: Classified Management Salary Schedule - Range: II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on the Evaluation of Management Team.

Board Approved: November 22, 1976
Revised: October 20, 2015