

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
DIRECTOR OF MAINTENANCE AND OPERATIONS

JOB DESCRIPTION

The Director of Maintenance and Operations shall manage, direct, supervise and coordinate the activities and operations of Amador County Public School's maintenance and operations program. The director shall work to establish adequate procedures and controls for the efficient, safe, and fiscally sound maintenance, upkeep and refurbishing of District buildings and grounds. The Director shall also be responsible for the selection, training and evaluation of the department's personnel. The Director shall work with site administrators and program managers to proactively predict and arrange for adequate facilities to house District operations and classes.

REPORTS TO

The Director of Maintenance and Operations reports to the Assistant Superintendent, Business Services. The Assistant Superintendent, Business Services is responsible for working with the Director to establish evaluation standards and growth objectives for the Director.

MAJOR RESPONSIBILITIES

- Plans, organizes and directs maintenance and operations services for facilities and grounds.
- Inspects buildings for needed repairs and maintenance, as well as fire, safety or health hazards.
- Schedules and directs preventive maintenance work for the District's HVAC systems, plumbing, buildings and equipment;
- Determines priorities for repairs and determines and secures best methods for repair.
- Inspects work to ensure compliance with established standards and building and safety codes.
- Provides for a regular system of supervision, evaluation and training for assigned personnel.
- Recommends staffing levels.
- Obtains quotes and assists with the bid process on work to be performed by outside contractors and oversees work that is performed.
- Establishes and manages programs for preventative maintenance and energy conservation.
- Consults with school site principals in the scheduling and supervision of personnel assigned directly to a campus for maintenance and custodial work.
- Supervises, trains and evaluates custodial, maintenance I and grounds staff.
- Makes presentations to the Board, as necessary, regarding facilities and operations.
- Develop and implement long and short-term plans and activities. Comply with state requirements regarding reporting of maintenance needs and plans including the Deferred Maintenance Plan.
- Other duties as assigned.

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QUALIFICATIONS AND REQUIREMENTS

A Bachelor's degree in a related area is desired. Five years of increasingly responsible experience in building maintenance and construction which involved facility planning, construction, maintenance and operations, infrastructure technical planning, as well as staff supervision.

Work background and experience will preferably have included experience in a school district environment.

Possession of a valid and appropriate California Driver's License.

PERSONAL CHARACTERISTICS

- Integrity and honesty.
- Promotes and receives trust of those with whom he or she works.
- Values human diversity and works to promote and cultivate the strengths of assigned staff.
- Demonstrates and embraces open, clear communication.
- Values and promotes accuracy.
- Demonstrates the ability to be an effective member of a District-level leadership team.
- Demonstrates the ability to plan, implement, and assess work projects involving construction or renovation of school buildings and grounds.
- Able to read and interpret technical trade publications and related works.
- Able to estimate costs and time commitments in construction and renovation work.
- Able to communicate effectively in oral and written styles.
- Capable of being an active, caring partner with parents, teachers, and community members in promoting the sense of community for our kids.

WORK DAYS AND PAY RANGE

The work year for the Director of Maintenance and Operations is 260 days. Salary placement is at Level IV on the Classified Management Salary Schedule.