

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
DIRECTOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION

JOB DESCRIPTION:

The Director of Maintenance, Operations and Transportation shall manage, direct, supervise and coordinate the activities and operations of ACUSD/ACOE's transportation, maintenance and facilities programs. 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 as well as the transportation of students. The Director of M.O.T. supervises the Transportation Supervisor, Lead Maintenance/Grounds and Maintenance Staff.

REPORTS TO:

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

MAJOR RESPONSIBILITIES:

Maintenance and Operations

- Supervises the maintenance and upkeep of all buildings and grounds.
- Plans and supervises the painting, carpentry, plumbing and electrical work necessary for maintenance.
- Plans, directs and supervises necessary in-service training of maintenance and custodial personnel.
- Responsible for the development and implementation of a preventive maintenance program.
- Directs and coordinates District facilities management, including maintenance and operations, shipping and receiving, modernization and construction.
- Monitors the departmental budget for the maintenance, grounds and custodial units.
- Supervises the disposal of all surplus equipment and supplies for the District and is responsible for the disposal of hazardous waste and toxic materials.
- Supervises and directs all grounds and landscaping work and is conversant with modern methods of grounds keeping including the proper mixing and application of herbicides and pesticides.
- Responsible for providing an inventory control/records program for maintenance and operations.
- Inspect buildings and grounds for fire, sanitary and safety hazards and prepares evaluation reports as necessary.
- Acts as District Safety Program Risk Manager.
- Provides technical information on maintenance and operations and studies/evaluates methods and procedures used in performing maintenance and operation duties.

Transportation

- Is responsible for the operation of the District pupil transportation program, including supervision of the Transportation Supervisor, school bus drivers/utility workers, van drivers/utility workers, school bus driver instructors, mechanics and clerical personnel.
- Ensures the timely preparation of routes and schedules for school bus operation in a manner as to ensure maximum safety and cost effectiveness.
- Monitors the transportation department budget.

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- Ensures a comprehensive training program is developed, maintained and carried out for department staff, including the training of bus and van drivers.
- Approves routes and schedules for all transportation services, responsible for service changes (i.e. notifies staff and media in event of schedule change due to weather), requests and exemptions; modifies schedules to support special programs, activities and changes in school calendars and reviews all schedules to guarantee compliance with existing policies while providing opportunities for economies and consolidation.
- Ensures that safe riding practices are followed, is responsible for the District pupil management program for school buses and students which includes the conducting of the annual school bus evacuation program.
- Assists in the selection of department personnel, is responsible for evaluating M.O.T. department employees.
- Ensures that all school buses are compliant with the annual CHP Bus Safety Inspections.

QUALIFICATIONS AND REQUIREMENTS:

Training and/or education

- Any combination equivalent to: bachelor's degree in business administration, public administration, or related field, and four years of increasingly responsible experience related to the maintenance of buildings, facilities and transportation.

Licenses and Other Requirements

- Valid California Driver's License

Knowledge and Abilities:

Knowledge of:

- Planning, organization, and direction of broad scale maintenance, operations and transportation functions.
- Methods, materials and equipment used in the building maintenance trades including HVAC, plumbing, carpentry, painting, glazing, and locksmithing.
- Building construction practices and laws governing the construction, maintenance, and repair of schools and public buildings.
- Appropriate safety precautions and procedures.
- Health and safety regulations.
- Applicable state, county, and city laws, codes, and regulations related to fire, safety, maintenance and transportation operations.
- District organization, operations, policies, and objectives.
- Oral and written communication skills.

Ability to:

- Plan, organize, and administer maintenance, operations and transportation programs for a school district.
- Plan, organize, schedule, assign, and review maintenance, operations and transportation work and projects.
- Train, supervise, and evaluate personnel.
- Prioritize and schedule work.
- Read, interpret, and work from construction drawings and blueprints.
- Communicate effectively both orally and in writing.

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- Maintain detailed records, and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Observe legal and defensive driving practices.

Working Conditions:

Environment:

- Indoor and outdoor work environment; driving a vehicle to conduct work.

Physical Abilities:

Hearing and speaking to exchange information, walking to conduct inspections, bending at the waist, and sitting or standing for extended periods of time.

Qualifications:

1. Minimum of one year of supervisory experience with the ability to effectively deal with a wide variety of personalities and situations requiring diplomacy, poise and firmness.
2. Valid California Class A or Class B operator's license and Bus Driver's Certificate. (Desired)
3. Knowledge of Transportation scheduling, practices, laws and regulations.
4. Valid first aid card or certificate of completion of California Highway Patrol First Aid Examination.
5. Knowledge of provisions of the California Motor Vehicle Code Passenger Transportation Safety Handbook.
6. Passage of physical examination requirements as required by the district. **
7. Knowledge of California Administrative Code, Public Contract Code, Education Code and other related codes of regulations as may be required in application to construction, maintenance, and/or modification and renovation of school buildings.
8. Safety requirements for maintenance and operation of school buildings grounds and equipment.
9. Knowledge of methods, materials and equipment used in the maintenance, repair, and renovation of school building and grounds.
10. High school graduate or equivalent.

**** Physical Requirements**

1. Employee lifts/carries 85 pounds occasionally (less than 33% of the time).
2. Employee lifts/carries 50 pounds frequently (34-66% of the time).
3. Employee lifts/carries 25 pounds constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 94 pounds on objects.
5. Employee's position requires pulling a maximum force of 94 pounds on objects. Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend. Other Conditions: Incumbents may be required to work with harsh or toxic substances; Incumbents may be required to work around foul odors; Incumbents may be required to wear protective apparel including goggles and/or face protectors.

WORK DAYS AND PAY RANGE:

Salary Level IV on the Classified Management Salary Schedule. The work year for the Director of Maintenance is 260 days; 12 months; 25 vacation days and 13 Holidays