

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

DIRECTOR OF MAINTENANCE, OPERATIONS, TRANSPORTATION AND SAFETY

PRIMARY FUNCTION: Under general direction, is in charge of the following activities: scheduling, planning, coordinating, inspecting and reviewing all district maintenance. In addition, the director is in charge of transportation and emergency preparedness activities for the District.

DIRECTLY RESPONSIBLE TO: Associate/Assistant Superintendent, Business Services.

MAJOR DUTIES AND RESPONSIBILITIES:

Supervises the maintenance of District facilities and grounds, makes periodic inspections of same for needed repairs and maintenance, and establishes preventative maintenance programs.

Estimates cost of work for maintenance and special projects.

Prepares annual maintenance, transportation, operations and safety budgets and reviews and approves all department supply and equipment requisitions.

Prepares plans and specifications for painting facilities, repairing roofs, minor alterations to buildings, and improvements to grounds.

Lays out and performs general maintenance work on District facilities, using plumbing and carpentry skills.

Orders, receives, stores, issues and accounts for necessary supplies and maintenance and transportation equipment.

Works from plans, sketches and blueprints for the repair/replacement of windows, doors, floors, roofs, etc.

Transports equipment and supplies as required.

Confers with and directs maintenance, custodial and transportation personnel regarding methods and procedures of work, supply and equipment requirements, solving existing problems and determining further requirements of personnel and materials.

Inspects for and recommends means of alleviating safety and fire hazards at District facilities.

Prepares reports concerning District maintenance, transportation, operations and safety programs.

Supervises maintenance, operations, transportation and safety personnel and assists in the planning, development and implementation of orientation and in-service training for same.

Reviews new products and materials and makes recommendations on the purchasing of maintenance and custodial supplies.

Receives and prioritizes requests for services and repairs. Maintains an electronic work order system.

Inspects all work in progress and ~~upon~~ completion.

Adheres to required chemical notices including Material Data Safety Sheets.

Insures proper driver training and licensing to comply with state requirements for maintenance and bus driver employees.

Coordinates all maintenance, operations, transportation, and safety services with supervisor and school principals.

Coordinates the operational upkeep of facilities and makes recommendations on custodial functions and personnel.

Works cooperatively with schools and departments in routine matters designed to ensure efficient operation of facilities.

Sets priorities and makes work assignments.

Maintains and monitors vehicle preventive maintenance schedules

JOB DESCRIPTION

DIRECTOR OF MAINTENANCE, OPERATIONS, TRANSPORTATION AND SAFETY

MAJOR DUTIES AND RESPONSIBILITIES: (continued)

Maintains computerized vehicle maintenance record system.

Researches information for new bus route development.

Monitors accident/safety records for qualified high-risk drivers.

Familiar with Operations Compliance Labor Laws.

Maintains computerized inventory control system of all equipment district- wide.

Directs safety code compliance.

In charge of training of staff on new equipment.

Performs other duties as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of methods, practices, equipment and supplies used in school building maintenance; safety regulations; budgetary and record keeping practices.

Knowledge of principles and techniques of personnel supervision and training; working methods and procedures used in building trades and vehicle repair; construction costs, maintenance and repair of heating and ventilation systems, and laws relating to construction and safety.

Ability to determine the need for maintenance and repairs, to plan and schedule such work; read blueprints and sketches; lay out, coordinate, supervise and inspect the work of tradesmen; maintain accurate records; establish and maintain cooperative relationships with those contracted in the course of work.

Ability to prepare and interpret plans and specifications; plan and organize maintenance of buildings and vehicles; estimate costs of construction and maintenance work; plan, coordinate and direct the work of others; prepare verbal and written reports; carry out instructions of supervisor and Board Policies.

Familiarity with and the utilization of current technology and software programs.

EXPERIENCE:

Increasingly responsible experience in buildings and grounds repair and maintenance and vehicle repair. Two years of supervisory responsibility in buildings, grounds or transportation program.

EDUCATION:

College level courses and/or job experience in personnel management and supervision, shop mathematics, English and basic accounting.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Physical strength to perform the tasks that may be required of the Director of Maintenance, Operations Transportation and Safety. These physical requirements include:

1. Periodic handling of light, medium or heavy weight parcels, supplies and equipment up to 40 lbs.
2. Employee may need to bend, squat, lift, push, pull, twist, and turn.
3. Employee must be able to see for the purposes of reading computer screens, manuals, labels and other printed matter.
4. Stand or sit for long period of time or work in confined spaces.
5. Indoor and outdoor work environment with exposure to wide ranges of temperatures.
6. Operate motor vehicles.
7. Possible exposure to chemicals, agents and other sensitive materials.
8. Employee may operate various custodial and maintenance power tools and machinery.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS MANAGEMENT.

The work year for this position is 221 days.

Adopted: 6/3/76

Revised: 6/28/85; 7/12/88; 9/12/89; 8/6/97; 3/15/00; 10/15/03; 05/19/2021