

**NATIONAL SCHOOL DISTRICT  
JOB DESCRIPTION**

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

**Job Purpose Statement:** Under the general direction of the Assistant Superintendent-Business Services, the Director of Maintenance, Operations and Facilities is responsible for planning, developing and overseeing the implementation of the Facility Master Plan; all aspects of construction including planning, development of funding of new facilities, modernization of existing sites, and supervising maintenance and operations, grounds, and facilities.

**Essential Job Functions:**

- Collaborates with internal and external personnel (e.g., other administrators, staff, public agencies, citizen advisory groups, community groups) for the purpose of coordinating activities and programs, resolving issues.
- Develops and monitors budget, expenditures allocations, fund balances and related financial data for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and expenditures are authorized.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of making recommendations and/or implementing actions that provide services within established timeframes and in compliance with related requirements.
- Inspects new construction, repair work, grounds, special projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently.
- Manages construction contracts for new facilities and major alterations and/or modernization of existing facilities for the purpose of ensuring that the work is performed in accordance with specifications, timelines and budget.
- Manages assigned program and/or department responsibilities (e.g., site improvement, grounds, ADA access, fire inspections, safety) for the purpose of achieving outcomes in relation to organization objectives and ensuring conformance with legal, financial and District requirements.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel administrative functions (e.g., selecting, evaluating, supervising, training) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives.
- Prepares a wide variety of written materials (e.g., Board agenda items, contracts, budgets, legislative updates, requests for proposals, statistical reports) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information at various meetings for the purpose of communicating, gaining feedback and ensuring adherence to established internal controls.
- Responds to a wide variety of inquiries from staff, district personnel, other community agencies, etc., for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Reviews long-range projections in order to recommend timelines and locations for new sites, site modernization and associated needs for the purpose of developing plans to assure the timely availability of facilities to maintain a successful educational service.

- Supports Assistant Superintendent- Business Services in providing technical expertise, information regarding assigned functions for the purpose of formulating and developing policies, procedures and programs that address District needs.
- Perform other duties as assigned.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and/or Abilities:**

*Skills* and knowledge to manage, plan, organize, and direct the Maintenance and Operations Department; communicate effectively, and to problem solve.

*Knowledge* of building codes, state regulations, and safety orders for school construction; environmental mandates; legal rights and responsibilities of the District under applicable state and federal law; general accounting practices; methods, materials, and equipment in a safe and orderly manner; state regulations and programs relating to the maintenance, operations and safety of school sites; the principles of effective personnel management, financial management; any related computer software and programs.

*Ability* to work independently and in groups; plan organize and direct complex programs of facilities and planning; CEQA compliance, EIR preparation and review; read and interpret plans and specifications; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analysis; recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures, collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships using tact, patience and courtesy.

#### **Educational Requirements**

Bachelor's Degree in job related area is highly desirable.

#### **Experience:**

This position requires at least five years in the maintenance, construction, and/or operations field, including at least four years of supervisory or management experience, preferably including experience in a California school district.

#### **Licenses, Certifications, Bonding, and/or Testing Required:**

Valid California Driver License, Evidence of Insurability, Criminal Justice and FBI Fingerprint Clearance, Tuberculosis Clearance, Pre-placement medical physical, including alcohol and drug test.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. Indoor and outdoor environment, seasonal heat and cold, or adverse weather conditions, driving a vehicle to conduct work, working at heights, chemicals, working around or with machinery having moving parts.

FLSA Status: Exempt

Salary: Range 107- Management Salary Schedule