

## ORANGE UNIFIED SCHOOL DISTRICT

### **DIRECTOR, MAINTENANCE & OPERATIONS**

#### **DEFINITION**

Under general directions, to plan, organize, coordinate and direct the District's maintenance program; to inspect, monitor, review and audit school facilities, and the reconstruction of school facilities and buildings; to plan, organize, coordinate and direct maintenance related functions and activities, and the performance of skilled and technical maintenance personnel; and to do other related functions as directed.

#### **ESSENTIAL DUTIES**

- Plan, organize, coordinate and direct the maintenance and repair of District facilities;
- Determine operational policies, guidelines, priorities, and the scheduling and control of various ongoing and major construction and reconstruction projects;
- Plan, organize, develop and implement operational procedures to ensure adherence to a cost effective and cost beneficial operational mode, and to ensure that appropriate quality control and performance standards are maintained;
- Plan, organize and supervise mid- and long-range facility and equipment preventative maintenance programs, including implementation and maintenance of a systematized data management, storage and retrieval system;
- Plan, organize and supervise a program of inspection and review of facilities and equipment, to ensure that potential safety hazards are corrected and prevented;
- Review and approve requisitions, and order maintenance supplies, materials and equipment;
- Plan, organize, and direct the District emergency maintenance and repair services;
- Plan, organize, develop and maintain inventory control and expenditure control procedures;
- Participate in the budget planning process, including the determination of maintenance materials, supplies, equipment and service needs;
- Monitor contractors providing construction and maintenance related services to ensure adherence to project specifications, time lines and appropriate standards of performance;
- Counsel and advise District personnel and members of the education community regarding construction and maintenance related problems and concerns;
- Assist maintenance personnel in resolving technical and unusual construction and maintenance related problems and concerns;
- Review and audit incident and accident investigation reports and determine appropriate action;
- Plan, coordinate and supervise the review, examination and testing of a variety of products and equipment in determining product standards, and in the development of product bid specifications;
- Represent the District in working with state, county and city land use and planning agencies;
- Plan, develop and conduct personnel orientation and in-service training programs;
- Evaluate the performance of skilled and technical maintenance personnel;
- Assist in the conduct of various personnel management processes;
- Drive a vehicle to and from various work locations.

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**QUALIFICATIONS**

Knowledge of:

Principles, methods, techniques and strategies pertaining to comprehensive construction and maintenance programs;  
Practices, procedures and trends of management, organization and supervision;  
Equipment, materials and supplies commonly utilized in the construction and maintenance of school facilities, offices and equipment;  
Legal mandates, policies, regulations and operational procedures pertaining to the maintenance, repair, construction of agency facilities and equipment;  
Practices, procedures, techniques and strategies for determining operational effectiveness;  
Safe and sanitary working methods and procedures.

Ability to:

Effectively and efficiently plan, organize and supervise the functions and activities of comprehensive construction and maintenance programs;  
Plan, organize, assign, supervise, and evaluate the functions and activities of construction and maintenance personnel;  
Accurately estimate time and material costs;  
Establish and maintain an effective data management, storage and retrieval system;  
Prepare, interpret and work from plans, specifications, schematics, diagrams and drawings;  
Communicate effectively in oral and written form;  
Understand and carry out oral and written directions with minimal accountability controls;  
Establish and maintain effective organizational relationships.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
- Must have an adequate range of motion in the upper extremities;
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods;
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handling and working with various materials and objects are important aspects of this job;
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of responsible craft related experience in the construction, maintenance and repair of large buildings and equipment, including two years in a supervisory capacity.

Education:

Equivalent to the completion of an Associate of Arts or higher degree, supplemented by advanced training or course work in organization, supervision and operational management.

**License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment**

Insurability by the District's liability insurance carrier.