

TITLE: ASSISTANT DIRECTOR – MAINTENANCE AND OPERATIONS

QUALIFICATIONS:

1. Extensive experience in area of building maintenance and construction, cleaning and care of buildings, and maintenance of grounds
2. Knowledge of practices, tools, equipment, and materials used in all phases of building maintenance and operations
3. Ability to read and interpret construction blueprints and specifications
4. Ability to determine need for building repairs; ability to make accurate cost estimates
5. Ability to communicate effectively with all levels of staff, contractors and community
6. Knowledge of laws, regulations, codes and standards related to building trades; specific knowledge of regulations related to California public school facilities desired
7. Knowledge of principles and practices of supervision; ability to plan and direct the work of others

JOB GOAL: To provide safe and comfortable district facilities by effectively maintaining district buildings, grounds and equipment as near as practical to original condition

REPORTS TO: Director of Maintenance and Operations

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Plans, directs, coordinates and supervises activities of maintenance and operations personnel
2. Receives, approves, prioritizes and assigns work orders
3. Develops and oversees District scheduled preventative maintenance program
4. Oversees location, relocation, modifications and repair of district buildings
5. Maintains proper supply and materials inventory for maintenance and construction; orders supplies and prepares specifications for purchase of materials
6. Monitors maintenance and construction needs of district facilities, i.e., buildings and grounds
7. Maintains records and prepares reports as required
8. Provides staff development, training and inservice as needed
9. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 29

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable