

Bakersfield City School District
Education Center – 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: DIRECTOR III – MAINTENANCE AND OPERATIONS

- QUALIFICATIONS:**
1. Bachelor's degree in related field or equivalent combination of experience, training and/or education in maintenance, operations, school construction and management
 2. Knowledge of applicable state and local building, safety and health codes and regulations related to building trades, grounds and custodial operations
 3. Demonstrated ability to effectively manage large scale operation and supervise assigned employees to achieve optimal results
 4. Ability to interpret and implement District policies and procedures
 5. Ability to effectively communicate with staff and public in oral and written form
 6. Ability to plan, manage and prioritize wide variety of maintenance and operations functions within established guidelines; to estimate time, labor and equipment needs; to read and interpret blueprints and specifications; and to plan budgets and effectively monitor expenditures
 7. Knowledge of California State Building Program and operations of the Office of Public School Construction and Department of State Architect
 8. California general contractors license desirable

JOB GOAL: To maintain overall responsibility for District maintenance, operations, and facility programs of the District

REPORTS TO: Assistant Superintendent – Business Services

SUPERVISES: Staff as assigned

PERFORMANCE RESPONSIBILITIES:

1. Plans, organizes and manages district maintenance, operations, custodial, and school construction programs
2. Coordinates plans for new construction or reconstruction of existing facilities
3. Supervises and evaluates assigned personnel; provides training and staff development as necessary for maintenance and operations employees
4. Prepares and monitors variety of budgets related to maintenance, operations, custodial, deferred maintenance and school construction programs
5. Supervises and inspects work and construction projects to ensure compliance with established standards, building, health and safety codes and regulations and bid specifications
6. Plans and coordinates safety programs including but not limited to CAL-OSHA requirements
7. Develops bid specifications for maintenance and construction projects
8. Confers with site administration regarding maintenance and operations activities, work orders, safety standards, etc.; receives, evaluates, and assigns work orders for completion within approved guidelines and budgets
9. Oversees system of recordkeeping and filing; provides variety of reports, correspondence and presentations related to department operations
10. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule;
Management salary schedule, code 9

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

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