



PERSONNEL COMMISSION

Class Code: 0083
Salary Range: 55 (M2)

MAINTENANCE DIRECTOR

JOB SUMMARY

Under the direction of the Business Services Administrator, plan, organize, control and direct the activities and operations of the Maintenance Branch including facilities maintenance, capital maintenance projects, construction and repair, energy conservation and environmental health and safety programs; supervise and evaluate the performance of assigned personnel, perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, control and direct the activities and operations of the Maintenance Branch including facilities maintenance, capital maintenance projects, construction and repair, energy conservation and environmental health and safety programs; assure a safe environment for students and staff. **E**
- Provide recommendations to administrators regarding the strategic planning and development of capital maintenance projects, modernization and alteration projects, renovation and remodeling projects and the general maintenance and repair of District facilities. **E**
- Direct District-wide energy conservation projects; participate in the development and implementation of new methods of controlling utility costs. **E**
- Direct the District's environmental health and safety programs; assure compliance a variety of local, State and federal health and safety laws, codes, rules and regulations. **E**
- Travel to various sites to inspect work in progress, assure proper timelines, quality, completeness and efficiency of operations; assure proper and timely repair or correction of unsafe conditions, equipment and facilities. **E**
- Communicate and meet with District administrators, other Business Branch Directors, departments and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors and various outside organizations to coordinate activities and programs, resolve issues and exchange information. **E**
- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**

- Provide technical expertise, information and assistance to District administrators regarding assigned functions; advise District administration of unusual trends or problems and recommend appropriate corrective action. ***E***
- Develop policies, procedures and long and short-term programs to assure an economical, safe and efficient work environment; direct the District's deferred and preventative maintenance programs and related activities. ***E***
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; submit State-mandated reports according to established guidelines and timelines; develop and prepare formal reports and submit to District administration or other personnel as requested. ***E***
- Develop and prepare the annual preliminary budget for the Maintenance Branch; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. ***E***
- Direct the preparation of plans, estimates, specifications, bids and contracts for labor, materials and services; review and approve plans in accordance with established guidelines; analyze, modify and modernize work methods and procedures to increase efficiency and cost-effectiveness. ***E***
- Operate a computer and assigned software; drive a personal or District vehicle to sites to conduct work. ***E***
- Attend and conduct a variety of meetings, conferences and workshops related to assigned activities; maintain current knowledge of laws, codes, rules and regulations related to school district maintenance and environmental health and safety activities; prepare and deliver oral presentations regarding assigned functions as requested. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Maintenance Director plans, organizes, controls and directs the projects and operations of the Maintenance Branch including facilities maintenance, capital maintenance projects, construction and repair, energy conservation and environmental health and safety programs.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organization and direction of the construction, alteration, maintenance and repair of District facilities.

Energy conservation methods and techniques.

Environmental health and safety issues related to employees, buildings and property.

Principles of administration, supervision and training.

Applicable laws, codes, rules and regulations related to assigned activities.
Budget preparation and control.
Cost estimates and specifications.
Methods, equipment practices, terminology and procedures used in the skilled trades.
Requirements of maintaining buildings and facilities in good repair.
Applicable building codes, ordinances, fire regulations and safety precautions.
Record-keeping and report preparation techniques.
Health and safety regulations and procedures.
District organization, operations, policies and objectives.
Operate a computer and assigned software.
Public speaking techniques.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, organize, control and direct the activities and operations of the Maintenance Branch including facilities maintenance, capital maintenance projects, construction and repair, energy conservation and environmental health and safety programs.
Participate in various construction planning and development activities.
Develop and enforce work standards.
Assure compliance with safety practices and various code requirements.
Establish and maintain cooperative and effective working relationships with others.
Coordinate flow of communications between District administrators, personnel and outside organizations such as contractors and vendors.
Develop and administer assigned budgets.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
Work from blueprints, shop drawings and sketches.
Supervise and evaluate the performance of assigned staff.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Accept and carry out responsibility for direction, control and planning.
Direct the maintenance of a variety of reports, records and files related to assigned activities
Prepare comprehensive narrative and statistical reports.
Prepare and deliver oral presentations.
Plan and organize work.
Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in engineering, architecture, construction management or a closely related field.

Experience:

Five years of management-level experience in the maintenance of buildings and facilities in a large organization including renovation and repair of large physical plant facilities and the administration of capital maintenance projects.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license at the time of appointment.

An applicant for this class will be require to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Licensure as a registered architect or engineer is desirable.

WORKING ENVIRONMENT

Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Sitting or standing for extended periods of time.
Seeing to inspect work in progress and read a variety of materials.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces during site visits.
Climbing ladders or scaffolding.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: Rev: 12/2/2004