

**RIVER DELTA UNIFIED SCHOOL DISTRICT
DIRECTOR OF MAINTENANCE,
OPERATIONS AND TRANSPORTATION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, coordinate and direct the District's building maintenance, custodial and groundskeeping services and operations and transportation. To administer and recommend policies and procedures for the Maintenance, Operations, and Transportation programs. To inspect and evaluate regularly all District facilities. To prepare long-and-short-term range plans for repair, maintenance and site improvement projects. To plan, coordinate and direct the system to transport pupils to/from school and on all extra trips. To supervise and evaluate skilled personnel in building maintenance, operations, and transportation. To provide highly responsible and complex administrative support to the Chief Business Officer. To perform related duties and responsibilities as required or requested.

SUPERVISION RECEIVED AND EXERCISED

Received direction from and reports to the Chief Business Officer; and provides supervision and evaluation of maintenance, operations, and transportation staff.

JOB FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

General Maintenance, Operations, and Transportation:

- Plan and direct all Maintenance, Operations, and Transportation Department activities
- Plan and direct the schedules, methods, procedures or work, material and equipment requirements, operational problems and conflicts, assisting with and solving existing problems, determining future requirements of personnel and materials.
- Interview prospective employees and makes recommendations regarding their employment
- Recommend employment transfer and promotion, discipline and dismissal of personnel; develop in-service training programs: prepare periodic evaluation of employees, incident reports and accident investigations.
- Supervise and assist in the training of new employees.
- Assign work priorities.
- Prepare MOT budget, budget request, purchase orders, requisition supplies and equipment as needed; make determinations of future materials and manpower needs
- Maintain records of operations and costs and prepare and submit periodic reports regarding such
- Review and present for consideration any applicable funding/grant opportunities
- Prepare and present Board of Trustee Board Agenda Briefing Reports and action requests

Maintenance and Operations

- Confer with school officials regarding problems pertaining to maintenance and grounds activities; advise on and approve work requisitions; prepare plans, sketches and specifications with work projects; inspect buildings and grounds for cleanliness, safety, work quality and needed repair
- Develop and implement short-and-long-range preventive maintenance programs
- Makes cost estimates on special projects, construction projects and repair work
- Assist in the preparation of specification for bids; consult and advise regarding alteration or modernization of existing structures; work with architects, school officials and contractor on the design, construction or major alteration of school buildings; reviewing and assisting in making changes in plans and specifications.

Transportation:

- Prepare bus routes and schedules after studying traffic conditions, pupil loads and other such pertinent factors
- Supervise the maintenance and repair program for the Districts buses, trucks, automobiles, tractors, sweepers, mowers and other power grounds equipment
- Supervise the maintenance and repair program for the District's Transportation equipment
- Confer with school personnel, law enforcement personnel, parents and the public on matter related to vehicle safety, student safety, and discipline
- Supervise the specialized periodic CHP/DMV-approved training of Transportation drivers.

QUALIFICATIONS

Knowledge of:

Principles and practices of administration, including office and personnel, management and budgetary practices.

Methods, practices, equipment and supplies used in school building and grounds maintenance, operations and transportation.

Working methods and procedures used in the building trades

Laws and regulations pertaining to the construction and repair of school facilities

Principles and techniques of supervision and training

Provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of school children

Ability to:

Analyze, interpret, and prepare financial statements and reports

Make calculations accurately and quickly

Maintain confidential information

Prepare clear and concise reports

Use and operate a personal computer

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

Maintain effective audio-visual discrimination and perception needed for successful job performance

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Five years of increasingly responsible experience in the maintenance and repair of large buildings, including two years in a responsible supervisory capacity.

At least one-year responsible experience in traffic transportation work, including, but not limited to:

Preparing and planning of bus routes and schedules based on traffic conditions, passenger loads and other pertinent factors;

Supervising maintenance and repair of buses, trucks, automobiles, tractors, sweeper, mowers, and/or power equipment.

Training:

Education in a recognized college or university with a specialization in engineering or architecture may be substituted on a year-for-year basis for the nonsupervisory experience.

Bilingual, oral and written (Spanish), preferred not required.

Education, Licenses and Certificates:

An Associate of Arts Degree, or 60 units or advanced degree

Specialized training or course work in organization, supervision, and operational management.

*Possession of a valid California Class B-P driver's license **and** either hold, or have the ability to obtain a California School Bus Driver Certificate; evidence of appropriate insurance based upon DMV regulations*

A valid First Aid and CPR certificate is desirable

PHYSICAL DEMAND: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Reasonable accommodations may be made to enable individuals with disabilities to perform this job.

The employee is regularly required to use hands to handle, or feel objects, tools or controls, to talk and hear. The employee frequently is required to sit; stand and walk for long periods of time. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds individually or with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORKING CONDITIONS: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform this job.*

While performing the duties of this job, the employee is frequently exposed to vibration and loud noise. The employee frequently works in outside weather conditions and is frequently exposed to fumes and airborne particles. The employee occasionally works near moving mechanical parts and is exposed to wet and/or humid conditions and extreme heat. The employee will also work in an office environment with computers and files.

JOB PROFILE:

Annual Contract: 12 month

Unit: Classified management

Salary: Range 19 (\$59,250-\$68,991)