

DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS

DEFINITION

Plans, organizes, directs, and coordinates the activities of the Maintenance and Operations Branch in the maintenance, repair, and improvement of District facilities and equipment.

TYPICAL DUTIES

- Directs a large, decentralized staff of craftsmen and custodial and grounds personnel in the maintenance, repair, and improvement of buildings, equipment, and paved areas.
- Directs, coordinates, and reviews studies to research, forecast, and evaluate materials, needs, and services; replacement requirements; manpower needs; and the cost effectiveness of programs, equipment, and procedures.
- Develops, implements, and/or recommends policies for maintenance and operations programs and monitors progress.
- Directs and coordinates the preparation of plans and specifications for contract work.
- Oversees the Energy Management Unit responsible for the development of energy conservation programs created to analyze and monitor energy consumption and cost savings initiatives.
- Directs and participates in the preparation of the Branch budget and the planning and control of expenditures.
- Directs and participates in personnel management activities, including training, safety, employee evaluation, and discipline.
- Represents the Facilities Services Division before the Board of Education and in inter-divisional meetings and participates in the development of District plans for a wide variety of subjects.
- Coordinates Branch plans, activities, and data with those of other branches and divisions.
- Directs the establishment and maintenance of records and the preparation of reports.
- Assures that supervisory personnel carry out their responsibilities in accordance with law, rules, policies, and the provisions of labor contracts.
- Meets with or addresses a variety of groups, including employees, school administrators, Local District Superintendents, advisory councils, and officials of public agencies in regard to Branch plans and activities.
- Contacts or responds to representatives of public agencies, contractors, vendors, employee organizations, and others.
- Directs Branch responses to civil emergencies, such as fires and floods.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Facilities Maintenance and Operations manages the maintenance and operations activities of the District.

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs, the management of District properties, and the maintenance of building and grounds.

The Deputy Chief Facilities Executive assists in the overall administration and management of District facilities and acts for the Chief Facilities Executive in case of absence.

SUPERVISION

Administrative direction is received from the Chief Facilities Executive and the Deputy Chief Facilities Executive. Administrative direction is exercised over lower-level management personnel.

CLASS QUALIFICATIONS

Knowledge of:

Current practices, processes, and materials utilized in the maintenance and repair field, including the construction, installation, and maintenance of school buildings and grounds facilities

Building trades and building materials ordinarily used in repair, maintenance, and capital outlay work

Current practices, processes, and materials utilized in the custodial, pest management, gardening, and tree maintenance fields

Current practices utilized in assessing energy usage and the factors affecting consumption. District standards and legal provisions governing school building construction, maintenance, budgeting, and finance

Local and State building codes and safety regulations

Basic District personnel rules, regulations, practices, and policies

Pertinent sections of District collective bargaining agreements

Characteristics of school, shop, and office equipment and the specialized crafts required for their maintenance

Ability to:

Plan, direct, and coordinate maintenance, repair, and capital outlay programs for school buildings, grounds, and equipment

Work effectively with school and business officials

Direct the supervision of a large number of personnel in a variety of crafts

Express policies, regulations and other matters clearly and concisely in writing and orally

Analyze and interpret computerized management information reports

Estimate materials and labor costs

ENTRANCE QUALIFICATIONS

Education:

Graduation with a bachelor's degree from a recognized college or university, preferably with a major in engineering, facilities management, planning, construction management, or an advanced degree in any subject. Courses in business administration, public relations, maintenance planning, accounting, school finance, personnel management, and communications are preferable.

Experience:

Ten years of administrative or executive facilities management experience, including experience in planning, coordinating, and executing capital maintenance and repair projects and/or facilities maintenance and/or operations.

The following work experience is preferable:

Experience with LEED certified projects and/or the Collaborative for High Performing Schools (CHPS)

Experience with MAXIMO or an equivalent maintenance management system

Special:

A valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Professional Engineers and Land Surveyors is preferable.
A valid California Driver License.
Use of an automobile.

SPECIAL NOTE

1. LEED Professional Accreditation by the Green Building Certification Institute (GBCI) is required within one year of employment.
2. Senior Management Class
3. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
10-20-10
GMZ