

DEPUTY DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS

DEFINITION

Directs the activities of central maintenance and operation services and develops plans and standards for District-wide maintenance, operation and repair activities. Assists the Director of Facilities Maintenance and Operations in providing administrative oversight to the Energy Conservation, and Architectural and Engineering Technical Units.

TYPICAL DUTIES

- Manages and directs Maintenance and Operations regions, central shops and project units for various District-wide maintenance and operation services and repair operations, including roofing, paving, asbestos abatement, production activities custodial and year-round cleaning crews, gardening, pest management, landscaping, musical instrument repair, and related services throughout the District.
- Manages and directs the Project Execution Group centralized project management functions, such as the replacement of air conditioning, installation of relocatable buildings, fire damage repair, structural repairs, and capital improvements.
- Establishes priorities for maintenance projects for inclusion in the State Deferred Maintenance Plan. Plans, directs, conducts, and reviews research studies and the preparation of reports on process improvement, organizational structure, resource allocation, work methods, performance standards, financial management, personnel administration, and training needs.
- Directs the efforts of technical services for expert facilities maintenance and repair consultation, product evaluation, development of specifications, and regular and mandated functions.
- Directs and participates in liaison activities and coordination with other units involved in staff functions, such as finance, data management, personnel, procurement, labor relations, energy conservation, musical instruction, and security.
- Directs the establishment of standard operating procedures and policies for the District-wide management of maintenance, operation, and repair activities; procurement; and facilities contract specifications for equipment, tools, materials, and facilities services.
- Directs the allocation of resources to meet regular and special requirements and to respond to emergencies.
- Directs, reviews, and establishes the department's personnel policies and procedures regarding personnel selection activities, orientations, assignments, performance evaluations, and disciplinary procedures.
- Ensures that personnel programs and transactions conform to laws, regulations, policies, and labor contract provisions.
- Consults with and advises various project groups, including District employees, school administrators, public agency officials, vendors and other stakeholders regarding the needs of maintenance and operation services.
- Plans and directs training programs to ensure safe, effective, and efficient work procedures and the proper use of equipment, chemicals, and other materials.
- Confers with contractors, vendors, and representatives of fire, health, safety, and other governmental agencies, relative to Branch activities, policies, and procedures.
- Plans, directs, and maintains a District-wide preventive maintenance program for buildings and associated equipment.
- Consults with District administrators regarding facilities services needs and planning for maintenance and alteration projects.
- Plans and administers budgets and expenditure control.

Reviews analyses of proposed legislation for effects on selected District programs.  
May prepare and present reports to committees of the Board of Education.  
May represent the Branch or District in presentations to public agencies, legislative committees, or other bodies.  
May act for the Director of Facilities Maintenance and Operations in the Director's absence.  
Performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Deputy Director of Facilities Maintenance and Operations directs the activities of central maintenance and operation services and assists with the District-wide administration and coordination of special projects, long-range planning, operational planning, and control of standards for facilities, equipment, tools, and materials.

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

A Local District Facilities Director is the administrative head of all construction, maintenance, and operations for existing facilities in a local District and acts as the primary point of contact for a local District Superintendent with regard to facilities-related issues.

#### SUPERVISION

General direction is received from the Director of Facilities Maintenance and Operations. Direct supervision is exercised over Local District Facilities Directors and Area Facilities Services Directors and support staff that provide support services to schools and offices related to maintenance and operation services.

#### CLASS QUALIFICATIONS

##### Knowledge of:

Current practices, processes, and materials used in maintenance and repair activities  
Current practices, processes, and materials used in cleaning schools, gardening, pest management, tree maintenance, musical instrument repair, and related services  
Computer software programs and computer hardware pertinent to the operations of the Branch  
Administrative organization of the Los Angeles Unified School District  
Basic principles of contract law, public purchasing, research, cost analysis and control, budgeting, accounting, and merit-system personnel administration  
Procedures and techniques of operations analysis and records development and management  
Principles of public relations  
Principles of training, employee evaluation, employee relations, and related Personnel Commission rules  
Collective bargaining and labor agreements in the District

##### Ability to:

Plan, direct, coordinate, and prioritize maintenance, operation, repair, capital outlay, and construction projects for school building, grounds, and equipment for maximum efficiency and cost effectiveness  
Read and interpret building construction plans and specifications for work from drawings and blueprints and prepare work sketches  
Work effectively with school and business officials, external contractors, and professional service providers  
Provide leadership and direct the supervision of a large number of personnel in a variety of functions

Communicate, interpret and express procedures, regulations, and other matters clearly and concisely in writing and orally  
Analyze and evaluate the effectiveness of plans, procedures, and programs  
Conduct meetings and make presentations  
Perceive relationships and synthesize facts, concepts, influences, and systems  
Make, support, and explain recommendations and decisions  
Estimate project requirements and organize resources to meet goals and deadlines

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree in business or public administration, architecture, engineering, facilities planning, construction management, or a related field. Additional qualifying experience beyond that required may be substituted for two years of the required education on a year-for-year basis.

### Experience:

Eight years of facilities administrative or management experience, including experience in planning, coordinating, and executing capital maintenance and repair, building code enforcement, and 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 NOTES

1. Management class, exempt from bargaining units
2. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code
3. A valid California Driver License
4. Use of an automobile

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