

# DELANO UNION SCHOOL DISTRICT

## DIRECTOR OF MAINTENANCE, OPERATIONS & TRANSPORTATION

### **JOB SUMMARY**

Works under the supervision of the Assistant Superintendent and or designee in directing department operations, provides continuous supervision and the necessary expertise for all aspects of school district facilities.

### **QUALIFICATIONS**

#### **Knowledgeable of:**

Applicable state and local building, safety, and health codes and regulations as applied to building trades, custodial operations and grounds maintenance; appropriate methods and practices utilized in assigned maintenance, operations, and transportation areas; equipment, tools, chemicals, and other supplies/materials utilized on assigned maintenance or operations areas; safety standards, laws, codes, rules, regulations, policies, and procedures relating to pupil transportation; District policies and administrative directives; principles and practices of management and supervision, including assigning and reviewing work, performance appraisal, discipline, and employee selection and development.

#### **Ability to:**

Interpret and successfully implement District policies, objectives, and directives; analyze complex and varied data/information from a variety of sources; communicate effectively and tactfully in both oral and written forms; prepare a variety of reports and presentations; estimate time, labor, and equipment needs for assigned projects and specified activities; coordinate and oversee assigned functions within a given time frame and limited resources; supervise, motivate, and evaluate the work of others; prepare assigned budgets and effectively and realistically control and monitor expenditures; establish and maintain effective work relationships with those contacted in the performance of required duties.

#### **Experience:**

Minimum of five (5) years of increasingly responsible experience in building construction or maintenance work. Two (2) years or more of management skills and supervisory experience is desirable, preferably in a school district setting. One (1) year of experience in an organization having full maintenance and operations of transportation services.

#### **Education:**

Graduation from high school or equivalent. An Associate of Arts degree or higher desired. Supervisory and/or work experience may be substituted for education on a year for year basis.

Must maintain in effect a valid California Driver's License.

## **ESSENTIAL FUNCTIONS OF THIS POSITION**

Plans, organizes, directs, and manages a variety of responsible and technical activities for the District's Maintenance, Operations, and Transportation Department; oversees and monitors assigned administrative and operational functions for designated services and personnel; evaluates classified employees assigned to the M.O.T. department; inspects school site facilities, buildings, and grounds to determine maintenance needs, and to evaluate current level of service, recommending appropriate and necessary repairs; assists with overseeing and monitoring assigned special programs such as hazardous waste management, security and emergency systems; communicates and interacts with District and school site administrators to determine maintenance, operational, and transportation needs and priorities; performs other related duties as assigned by the Assistant Superintendent and or designee. In addition, the Director of Maintenance, Operations and Transportation will conduct, direct and supervise staff on the following essential functions of this position.

1. Inspect district roofs; clean gutters and down spouts to clear debris from roof tops; patch or replace worn and broken gutters, down spouts, drain caps and roof leaks and potential roof leaks throughout district; repair fan screens on roofs; repair or replace damaged or worn roof vent caps; Paint interior and exterior of schools offices and school related facilities; use sand or water blaster to remove paint, rust and dirt and prepare surfaces for painting; paint parking strips and playground areas of all schools with paint striper; repair, replace and install indoor and outdoor lighting circuits, branch or feeder circuit and other service equipment;
2. Perform various semi-skilled duties such as repairing, replacing or installing various electrical and mechanical equipment such as school intercoms and public address systems, fire alarm systems, athletic score keeping equipment, classroom clocks, cable television service wiring and other audio-visual equipment;
3. Replace or install time clocks for heating, ventilation, air conditioning, lighting and irrigation systems;
4. Interpret blueprints to locate and extend circuits and wires;
5. Use picks and shovels to dig trenches for underground wiring and pipelines;
6. Fabricate specialized equipment, enclosures and lenses using table saws, band saws and grinders;
7. Notify supervisor of major construction, repair or maintenance-related problems;
8. Assist in skilled carpentry, painting, locksmithing, electrical services, electronics or HVAC maintenance related duties as required;
9. Install, repair and maintain plumbing systems including pipes, faucets, toilets, and other fixtures;
10. Remove and replace windows; install and replace tile; perform routine carpentry work as required;
11. Repair a variety of school equipment including desks, chairs, lockers and office equipment.

12. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.

- |               |   |               |                  |   |               |
|---------------|---|---------------|------------------|---|---------------|
| 1. Seldom     | = | Less than 25% | 3. Often         | = | 51 - 75 %     |
| 2. Occasional | = | 25 - 50%      | 4. Very Frequent | = | 76% and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 4 b. Ability to stand for extended periods of time.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, stoop and kneel, crawl, push and pull.
- 2 g. Ability to lift 40 lbs.
- 2 h. Ability to carry 40 lbs.
- 4 i. Ability to reach in all directions.
- 2 j. Ability to work at heights.
- 3 k. Ability to ascend and descend ladder.
- 4 l. Ability to work in the elements (extreme temperatures).

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.