



JOB TITLE: ASSISTANT DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS

DEFINITION:

Under the direction of the Director of Facilities, Maintenance, and Operations coordinate and supervise building, grounds maintenance, custodial, and delivery operations and personnel; supervise and inspect work performed by assigned staff.

ESSENTIAL FUNCTIONS:

- Train and supervise and evaluate the performance of grounds, maintenance, custodial, and warehouse personnel; participate in disciplinary and termination actions.
- Coordinate and supervise work performed by grounds, maintenance, custodial, and warehouse personnel; review work orders and assign to appropriate personnel.
- Oversee activities and inspect work sites to assure the proper and efficient completion of assignments and compliance with standards of cleanliness, safety, and security; establish priorities and schedule work to be performed.
- Provide information, assistance and instructions to maintenance personnel concerning grounds and maintenance activities and assignments.
- Communicate with the Director regarding maintenance and grounds assignments, priorities, scheduling and related matters.
- Order and obtain parts, materials, and supplies required for facilities activities; recommend the purchase of new and replacement equipment.
- Estimate labor and material costs; plan and lay out complex jobs as necessary.
- Assist in departmental budget preparation, providing estimates and recommendations as required.
- Coordinate communication and activities with various District departments and personnel, public safety agencies, local utilities, vendors, contractors and others as necessary.
- Prepare and maintain various records and reports related to maintenance, grounds operations, and activities.
- Demonstrate knowledge of low voltage systems, such as fire alarm, phone, and public address systems.
- Prepare and maintain grounds and maintenance schedules.
- Read and interpret schematics for high and low voltage circuitry (i.e.: phones, clock/bell, fire alarm and PA system).
- Troubleshoot high and low voltage systems including but not limited to phones, clock/bell, fire alarm, PA systems.
- Perform related duties as assigned.

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

EXPERIENCE AND EDUCATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

Any combination equivalent to: high school graduation supplemented by supervisory training and three years of skilled-level experience in building, maintenance and construction including one year in a lead capacity.



Licenses and other requirements:

Valid California driver's license.

Mental Demands

Language Skills

Ability to learn, interpret, apply and explain legal requirements and processes related to assignment; understand and follow oral and written instructions; write reports and maintain records; effectively present information and respond to questions from District administrators, other staff, public safety representatives and the general public.

Mathematical Skills

Ability to: add; subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability

Ability to: effectively analyze emergency situation, identify problems and develop and implement constructive solutions.

Other Skills and Abilities

Demonstrate knowledge of:

Methods, equipment and materials used in building and grounds maintenance.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Basic record keeping techniques.

Applicable laws, codes and regulations related to the construction, maintenance and repair of school facilities.

Health and safety regulations.

Operation and care of hand and power tools used in building and grounds maintenance work.

Requirements of maintaining school facilities in a safe, clean and orderly condition.

Warehousing, storage and inventory control techniques.

Demonstrate abilities to:

Coordinate and supervise grounds, maintenance and custodial operations and activities.

Supervise and evaluate personnel.

Assign, review and inspect work performed by assigned personnel.

Estimate materials and labor costs for projects.

Work from blueprints, shop drawings and sketches.

Read and interpret technical trade manuals, instructions and guidelines.

Communicate effectively both orally and in writing.

Read, interpret and apply codes, rules and regulations applicable to grounds maintenance and custodial work.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

Maintain records and prepare reports.

Observe legal and defensive driving practices.

Establish and maintain cooperative and effective working relationships.



PHYSICAL REQUIREMENTS:

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 individual with disabilities to perform the essential functions.

Body Movement

Regular activities: sit, stand, and walk; walk at a normal pace for extended periods of time; use hands and fingers to write, finger, handle, or feel objects, tools or controls; reach with hands and arms; bend, stoop, kneel, or crouch; hear to receive work direction and communicate with others; maneuver around in narrow or crowded places when inspecting facilities; and speak clearly and distinctly to provide information.

Lifting Requirements

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 50 pounds.

Vision Requirements

Abilities to see clearly at a normal range of vision to inspect buildings and grounds.

Adopted by the Governing Board: 2/27/01

Revised and adopted by the Governing Board: 3/15/11

Revised and adopted by the Governing Board: 10/11/2022



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER