



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

### DEFINITION:

Under the direction of the Assistant Superintendent of Business Services, plan, organize and direct the District's building and grounds maintenance, custodial services, and delivery operations and activities; supervise and evaluate the performance of maintenance, grounds, and custodial personnel. Coordinate and assist in all capital outlay projects for both new construction and renovation.

### ESSENTIAL FUNCTIONS:

- Plan organize and direct maintenance, grounds, custodial operations and activities to assure the maintenance of District buildings, grounds and equipment in a safe, clean and orderly manner.
- Supervise and evaluate the performance of maintenance and operations personnel, day custodians; make recommendations in the employment, disciplinary action and termination of personnel.
- Assign priorities to work orders and maintenance projects; develop and implement long-range maintenance programs.
- Establish and conduct training, orientation and safety programs for departmental personnel.
- Conduct inspections of construction projects, school facilities and work in progress or completed; identify and resolve problems and assure compliance with applicable health, safety, sanitation, and quality standards.
- Develop and implement a District preventive maintenance program; analyze District needs and determine future warehouse requirements.
- Prepare the Department's annual budget; control budget expenditures; approve major purchases according to established procedures.
- Establish and maintain material, supply and equipment inventory control; acquire and administer bids for materials, supplies and equipment.
- Assist in the preparation of plans and specifications for the repair, alteration and additions to District facilities: estimate costs of construction and repair activities.
- Communicate with various district departments and personnel, public safety and governmental agencies, architects, vendors and other outside organizations to exchange information, resolve problems and coordinate activities.
- Prepare and maintain a variety of reports, records and files related to departmental personnel, budget, operations and activities. Prepare and manage the five-year Deferred Maintenance Plan.
- Provide technical expertise and information and respond to questions from assigned staff regarding departmental policies, procedures and operations; maintain current knowledge of maintenance and operations methods and equipment.
- Coordinate and supervise District emergency situations and assure employee compliance with District risk management program.
- Coordinate, schedule and assign custodial services and activities to assure proper and efficient cleaning and maintenance of District facilities.
- Inspect work sites and review work to assure the proper and efficient completion of assignments and compliance with standards of cleanliness, safety and security.
- Communicate with Site Administrators regarding the scheduling, assignment and performance of custodial staff and custodial services.
- Prepare and maintain regular custodial schedules.
- Assist in budget preparation, providing estimates and recommendations as requested; monitor revenues and expenditures.
- Read and interpret schematics for high and low voltage circuitry (i.e.: phones, clock/bell, fire alarm, security/entry systems, and PA system).
- Assist in the development of the Facility Master Plan.



- Manage district-wide programs such as: Integrated Pest Management, Lead Abatement, Energy Management, A.D.A. Compliance, A.H.E.R.A. Compliance and others, as required; Implement Environmental Protection Agency compliance.
- Troubleshoot high and low voltage systems including but not limited to phones, clock/bell, fire alarm, security/entry systems, and 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience:**

Any combination equivalent to: graduation from high school supplemented by course work in construction management or related field and five years of supervisory experience in construction, maintenance, and repair activities.

### **Desirable**

Associates Degree in Construction Management  
Certification and/or Trade License

### **Licenses and other Requirements:**

Valid California driver's license.

### **Mental Demands:**

### **Language Skills:**

Ability to: Read interpret, apply and explain applicable laws, regulations, policies and procedures; compose and write reports and correspondence independently; communicate effectively with individuals or groups.

### **Mathematical Skills:**

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

### **Reasoning Ability:**

Ability to: define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; manage multiple projects simultaneously.

### **Other Skills and Abilities:**

Demonstrate knowledge of:

Principles and practices of administration, supervision and training.

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

Warehousing, storage and inventory control techniques.

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



Budget preparation and control.  
Interpersonal skills using tact, patience and courtesy.  
Technical aspects of field of specialty.  
Record-keeping techniques.  
District organization, operations, policies and objectives.

Demonstrated abilities to:

Plan, organize and direct the District's buildings and grounds maintenance, custodial services and warehouse and delivery activities.  
Train, supervise and evaluate personnel.  
Assign and review the work of others.  
Plan, organize and direct assigned functions and activities in accordance with applicable safety standards and laws.  
Estimate material and labor costs.  
Work independently with little direction.  
Plan and organize work.  
Meet schedules and time lines.  
Analyze situations accurately and adopt an effective course of action.  
Work from blueprints, shop drawings and sketches.  
Maintain records and prepare reports.  
Observe legal and defensive driving practices.  
Establish and maintain cooperative and effective working relationships with others.

## 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 individuals with disabilities to perform the essential functions.

### Body Movement:

Regular Activities: sit, stand and walk; walk at a normal pace to inspect buildings and grounds; use hands and fingers to write, finger, handle, or feel objects, tools or controls; reach with hands and arms; hear sufficiently and speak clearly and distinctly enough to communicate effectively with others in person and on the telephone.

### Lifting Requirements:

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

### Vision Requirements:

Ability to: see clearly at 20 inches or less; see clearly at 20 feet or more; and adjust the eye to bring an object into sharp focus.

## WORK ENVIRONMENT:

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 the essential functions.

### Position Environment:



Work is usually performed in an indoor office environment. However, an employee in this classification often inspects district buildings and grounds and monitors buildings and grounds improvement work projects in progress. The work environment is moderately noisy.

**Exposures, Risks and Hazards:**

While performing the duties of this classification, the employee occasionally is exposed to adverse weather conditions, potential contact with hazardous materials during emergency situations, effects of the sun, pollen, dust and normal hazards of vehicle traffic while traveling from site to site to conduct work.

Adopted 00/00/87

Updated and revised for ADA 1994

Revised and adopted by the Governing Board: 03/15/11

Revised and adopted by the Governing Board: 09/25/18

Revised and adopted by the Governing Board: 10/12/21



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://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.

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