

EAST SIDE UNION HIGH SCHOOL DISTRICT

Job Title: Assistant Director of Facilities, Construction, Maintenance & Operations

Description of basic functions and responsibilities:

To assist in planning, organizing, implementing, and directing the maintenance activities and operations of the Construction/Maintenance/Operations Department and to supervise and control the maintenance functions and staff of the District. Employees in this classification receive indirect supervision within a framework of general guidelines. Employees in this classification assign, schedule, direct, supervise, and evaluate the work of others. This job class exercises responsibility for the day-to-day control and supervision of all District maintenance activities, operations, and functions to include ensuring that sufficient resources and quantities of materials/supplies are available for District maintenance projects and needs. This is a management level classification responsible for directing the day-to-day maintenance operations of the District.

Supervisor: Director of Facilities, Construction, Maintenance & Operations

Typical Duties:

Assists in planning, organizing, and implementing the activities and operations of the Maintenance/Construction/Operations Department

Evaluates existing maintenance procedures and logistics for effectiveness and recommends procedural or operational changes to increase efficiency

Assigns, schedules, directs, coordinates, and supervises the work of maintenance staff in all areas pertaining to the maintenance of District buildings and grounds including plumbing, painting, carpentry, electrical, air conditioning/heating, groundskeeping, and locksmithing

Receives, evaluates, and approves work order requests from District sites ensuring that sufficient budget funds are available to complete requested work

Distributes approved work orders to appropriate maintenance shop(s) personnel for completion

Performs on-site inspections of work in-progress or completed to ensure compliance with District or governmental standards and safety codes

Determines appropriate materials, supplies, and equipment needed for maintenance, grounds, and construction projects

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Prepares estimates of time, labor, materials and cost expenditures for District maintenance projects

Prepares requisitions for maintenance supplies and materials and maintains inventory and stock levels of supplies on hand

Meets with commercial suppliers and vendors to evaluate maintenance materials and equipment needed by the District

Assists in the preparation and processing of bids

Confers with school and district administrators regarding work orders, departmental policies and procedures, safety standards, etc.

Assists in the preparation and administration of annual budget request for maintenance materials and equipment; monitors budget and authorizes expenditures

Establishes and maintains a variety of records and files pertaining to assigned functions and prepares reports

Trains and/or ensures that proper training is provided to maintenance personnel

Interprets departmental policies to district staff, administrators, and others

Investigates and resolves complaints regarding maintenance operations and activities

Performs related duties as required

Employment Standards

Possession of a valid and appropriate California Driver's License

Knowledge of applicable state and local building, safety, and health codes and regulations as applied to the building trades

Knowledge of supervisory techniques and methods

Knowledge of budget preparation and administration

Knowledge of health and safety regulations pertaining to school facilities and maintenance operations

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Knowledge of maintenance and construction equipment, tools, techniques, and methods used in the building and construction trades to include carpentry, painting, electrical, plumbing, and air conditioning

Knowledge of groundskeeping and landscaping equipment, tools, and techniques to include the application of pesticides and fertilizers

Ability to learn District policies and procedures related to maintenance and construction operations

Ability to plan, organize, and schedule maintenance programs and projects

Ability to schedule, supervise, coordinate, and evaluate the work of others

Ability to prepare comprehensive reports and correspondence

Ability to prepare and monitor a budget

Ability to maintain detailed records and files pertaining to assigned functions and operations

Ability to communicate effectively in oral and written form

Ability to prepare accurate estimates of time, manpower, and equipment needed to complete specified activities

Ability to interpret and carry out District policies regarding assigned functions

Ability to establish and maintain effective working relationships with subordinates, administrators, and the general public

Creation Date: 05/86