

**MT DIABLO UNIFIED SCHOOL DISTRICT  
DIRECTOR OF MAINTENANCE AND OPERATIONS**

**BASIC FUNCTION:**

Under the direction of the Chief Business Officer, plan, organize, control, and direct the facilities, maintenance and operations functions of the District; oversee and coordinate major maintenance and construction projects; supervise and evaluate the performance of assigned personnel.

**ESSENTIAL DUTIES:**

Plan, organize, control and direct the facilities, maintenance and operations functions of the District; assure on-going maintenance and repair activities on District facilities and grounds comply with department standards of quality, priority and budget; establish, maintain and update departmental operating policies and procedures.

Communicate with site administrators to assure facilities, maintenance and operations requirements are being fulfilled; review and assign work orders and review completed assignments as necessary.

Train, supervise and evaluate the performance of assigned personnel; assist department Supervisors in resolving employee performance deficiencies; review personnel evaluations for maintenance and operations staff.

Oversee and coordinate new construction projects; provide specification information to architects and engineers, and review submitted specifications and plans; hire and oversee outside building inspectors as required; consult with outside contractors on job-related questions and problems; certify work progress and final payments.

Plan and coordinate remodeling projects; review remodeling specs and plans; provide direction regarding budget and schedule.

Direct the custodial and groundskeeping functions of the District; assure standards of quality and priority are met.

Develop and coordinate the deferred maintenance program for District buildings and grounds; assure compliance with the Office of Public School Construction to assure the District's funding qualification; maintain a District-wide project priority list for qualifying deferred maintenance construction projects.

Assure District's asbestos abatement projects and management plan are in compliance with AHERA guidelines.

Direct a program for effective energy use including internal facilities inspections and surveys to maximize conservation; identify and specify energy efficient building systems to minimize utility expenses; work with outside agencies and consultants to assure the District's participation in utility rebate and incentive programs.

Develop and prepare the annual preliminary budget for the Facilities, Maintenance and Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Attend and conduct a variety of meetings as assigned; attend Governing Board meetings.

Perform related duties as assigned.

**KNOWLEDGE OF:**

Planning, organization and direction of facilities, maintenance, and operations activities.

Principles, methods, procedures and legal requirements related to maintenance of facilities and grounds, and construction of facilities.

Cost estimates and specifications.

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

District organization, operations, policies and objectives.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, ordinances, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct the facilities, maintenance, and operations functions of the District.

Supervise and evaluate the performance of assigned personnel.

Coordinate flow of communications between administrators, personnel and outside organizations.

Estimate time and material needs for major maintenance, operations and facilities projects.

Collect, organize and analyze data.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction. Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, industrial engineering or related field and eight years increasingly responsible experience including three years in a supervisory capacity in a similar-sized organization in the field of maintenance and/or operations.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations. Seeing to inspect facilities and read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard. Sitting or standing for extended periods of time.

DMA/Range 25

Approved by the Board of Education: \_\_\_\_\_