

MT. DIABLO UNIFIED SCHOOL DISTRICT

MAINTENANCE MANAGER

SUMMARY DEFINITION:

Under general supervision, manages, coordinates, directs, schedules and inspects the work assignments of building and mechanical trades personnel involved in the maintenance, repair and improvement of district buildings, systems and related facilities and equipment. Prepares detailed reports and projections.

This position requires exceptional problem solving and interpersonal skills and the ability to acquire knowledge of maintenance operations, policies, and procedures.

DIRECTLY RESPONSIBLE TO:

Director of Maintenance, Operations & Facilities or Designee

EXAMPLES OF DUTIES (to include, but not limited to):

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Plans, supervises, coordinates and inspects the activities of building and mechanical trades personnel, including the carpentry, glazing, roofing, locksmith, fire technician, painting, general maintenance, electrician, electronic, HVAC, plumbing, and welding for the purpose of ensuring departmental goals are achieved. **E**
- Reviews work orders and assigns work to craftsmen and workers. **E**
- Works cooperatively with contractors, architects, and other personnel for the purpose of assuring timely completion of new construction. **E**
- Responds to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks, etc.) for the purpose of resolving immediate safety concerns. **E**
- Inspects work to ensure compliance in accordance with established standards, building codes and safety codes. **E**
- Provides leadership and consultation in the procurement and repair of equipment for the purpose of maintaining fiscal and time management efficiency. **E**
- Develops and monitors budgets for the purpose of fiscal control. **E**

- Develop and schedule safety in-service meetings with staff for the purpose of providing information and ensuring compliance with Federal and State mandates. **E**
- Communicates with a variety of personnel for the purpose of coordinating operations and activities. **E**
- Assists in estimating priorities or work assignments, preventative maintenance program, long range maintenance projects, and developing department operating budget. **E**
- Coordinates jobs with private contractors on work contracted for by the district and may be assigned as inspector for work completed by others. **E**
- Responsible for operating or assigning a designee to operate and/or program district energy management systems. **E**
- Prepares and maintains documentation using current technology for the purpose of providing written support and/or conveying information. **E**
- Directs personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements. **E**
- Attends job related meetings and activities, and performs duties specified by the Director of Maintenance, Operations & Facilities or Designee. **E**
- Performs other duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

DESIRED JOB RESPONSIBILITIES:

- Skill in reading, interpreting and working from technical drawings and blueprints.
- Skill in planning, lay out, directing and controlling and extremely broad maintenance program, including multiple trade specialties.

EDUCATION AND EXPERIENCE:

Must possess the following requirements of the equivalent for each of the items:

- Any combination equivalent to: Associate's degree in business administration, engineering, construction maintenance, or related field.
- Five years increasingly responsible experience in maintenance and trades.
- Building trades, including two years in a supervisory capacity; two years of experience in planning and estimating.

KNOWLEDGE OF:

- Knowledge of methods, materials and equipment used in the various building and mechanical trades, including but not limited to carpentry,

painting, plumbing, glazing, locksmith work, HVAC and boilers, electrical, electronics, fire tech, etc.

- Knowledge of safe building construction, repair practices and the laws, codes and ordinances governing the construction and maintenance of school buildings/facilities and systems.
- Knowledge of proper operation and maintenance of tools related to the building/mechanical trades.
- Knowledge of tools used in trades supervised.
- Knowledge of asbestos and hazardous materials regulations and laws.
- Knowledge of principles of organization and management.
- Knowledge of school district operations and procedures.

ABILITY TO:

- Ability to maintain effective relationships with school personnel, contract staff and the public.
- Ability to exercise good judgment and tact.
- Ability to cope with emergency situations.
- Ability to assemble and analyze data, and make appropriate recommendations for action.
- Ability to initiate and coordinate programs and projects.
- Ability to design and implement procedures.
- Ability to manage and supervise a large staff.
- Ability to establish and maintain effective working relationships with subordinates, administrative officials and others contacted in course of work.

Licenses and Other Requirements:

Possession of a valid California Class C driver's license, and proof of insurance are required.

Working Environment:

Office environment, driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work and speak to exchange information. The ability to stand and sit for extended periods of time, reach overhead, above the shoulders, and horizontally, or bend at waist to retrieve and store files. Reading, writing, operating computer keyboard.

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer

keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table; or in meetings in various configurations; hear and understand speech at normal levels, kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 60 pounds.

BOARD APPROVED:

Salary Range: DMA Range 12, 261 Days