

MT. DIABLO UNIFIED SCHOOL DISTRICT
EXECUTIVE DIRECTOR, MAINTENANCE, OPERATIONS & FACILITIES

SUMMARY DEFINITION:

Plan, organize, control and direct the maintenance, operations & facilities services of the Mt. Diablo Unified School District; manage the grounds, custodial, skilled maintenance, District Security and other functions for the District; create and participate in various construction planning and development activities related to the preparation, acquirement, development and disbursement of bonds and parcel funds; plan, organize, control and direct; supervise and evaluate the performance of assigned personnel.

DIRECTLY RESPONSIBLE TO:

Chief Business Officer or Superintendent 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, directs, and coordinates district maintenance operations programs, including administering building security and overseeing major maintenance, long term facilities planning capital projects, and modernization/new construction. **E**
- Manages budget allocation for facility improvement/maintenance projects and the Maintenance, Operations & Facilities Department. **E**
- Coordinates training programs and ensures regular inspection of buildings and facilities.
- Represents the district in Maintenance, Operations & Facilities matters to parent/community groups, and the Board of Education. **E**
- Directs Maintenance, Operations & Facilities management information systems and maintains effective planning and communication systems.
- Liaises with governmental agencies on safety, health regulations, and educational specifications.
- Monitors legislation related to school maintenance and operations and prepares special reports.
- Supervises and evaluates subordinate personnel, resolving performance issues as needed. **E**
- Coordinates regulatory compliance programs and oversees modernization projects and state reimbursement submissions. **E**
- Facilitates communication between the District's Program Team and consultants, ensuring compliance with legal requirements.
- Provides technical assistance and oversight on engineering and architectural construction projects. **E**
- Establishes repair project priorities and manages facility maintenance efforts.
- Directs the solicitation, selection, and evaluation of professional services. **E**
- Collaborates with Purchasing and Information Technology departments for bids and technology projects.
- Directs architectural and support cost estimating, prepares schedules, and oversees lease agreements and bids.
- Provides District oversight in budget preparation, correspondence, and reporting.
- Initiates investigations and recommendations related to planning, design, and construction. **E**
- Meets with officials to ensure compliance with laws and regulations governing school facilities.
- Oversees compliance monitoring of contractors and financial information related to modernization projects. **E**

- Leads Citizen Bond Oversight meetings, prepares reports, and analyzes cash-flow related to bond programs.
- Acts as District liaison for matters related to the Office of Public School Construction and State Allocation Board.
- Visits district sites on a regular basis as needed
- Performs additional duties as assigned by the Chief Business Officer.

DESIRED JOB RESPONSIBILITIES:

- Proficiency in financial record-keeping, including report preparation and budgeting.
- Effective communication with diverse groups to positively represent the district.
- Ability to plan, organize, and execute maintenance and operations projects.
- Establishment and maintenance of effective working relationships.
- Competence in computer operations, including spreadsheet and word processing software.
- Utilization of data collection and analytical methods for decision-making.

EDUCATION AND EXPERIENCE:

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

Any combination of education and experience equivalent to: Bachelor's degree in business administration, engineering, construction maintenance, or related field. Five years increasingly responsible experience in school or public projects, including two years in a supervisory capacity.

KNOWLEDGE OF:

- Proficiency in school district operations, including contract administration, construction management, and maintenance of utility systems.
- Understanding of legal requirements, industry standards, and safety protocols in a public education setting.
- Ability to manage a large maintenance operation, including budget control.
- Knowledge of modern cleaning methods and building security systems.
- Familiarity with budget processes, fiscal management, and accounting principles.
- Understanding of contemporary construction methodologies and materials.
- Awareness of Local, State, and Federal regulations governing school facility maintenance and construction.
- Knowledge of leadership and organizational development practices.
- Understanding of Public School design and modernization funding processes.

ABILITY TO:

- Demonstrate capacity for exercising good judgment, tact, and crisis management.
- Be proficient in initiating, coordinating, and overseeing programs and projects.
- Effectively train and supervise staff members.

Licenses and Other Requirements:

Possession of a valid California 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 25 pounds.

BOARD APPROVED: _____

Salary Range: DMA Range 41, 261 days