

Sausalito Marin City School District

DIRECTOR OF MAINTENANCE AND OPERATIONS

Job Description

Classified Management

BASIC FUNCTIONS

Under the direction of the Superintendent and Chief Business Officer, plan, organize, control and direct the maintenance and repair of school buildings, grounds and associated equipment; develop and administer contracts for school remodeling; provide liaison with architects, contractors, State and local agencies, District personnel and the community on matters related to maintenance, and facility use; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES

Plan, organize and direct a variety of programs, projects and activities related to the maintenance and repair of school buildings, grounds and associated equipment; effectively allocate resources to various projects including funds, staff and supplies.

Review practices and priorities of school maintenance and repair.

Develop and administer contracts for the repair and maintenance of District facilities; administer construction contracts for major and minor alterations to school facilities.

Communicate with District Principals and Willow Creek Academy to establish needs and priorities for safety/maintenance.

Prepare and administer contracts for professional services; negotiate contract changes as needed; prepare requests for proposals for professional services.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to the Maintenance and Operations Department.

Communicate with other administrators, District personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; communicate with other departments, community members and other public entities concerning facility use and other school-related matters; maintain District facility master calendar.

Develop and prepare the annual preliminary budget for maintenance, deferred maintenance and utilities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Review utility usage and make recommendations for energy savings; prepare and submit request for energy conservation projects.

Develop transportation (bus) runs and arrange transportation for school events.

Attend a variety of meetings to maintain current knowledge of legislation, legal codes and requirements; conduct and facilitate meetings; prepare Board agenda items and attend Board meetings.

Select contract inspectors to inspect sites and assure compliance with a variety of health and safety regulations related to equipment operation and asbestos management.

Operate a computer and other office equipment.

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist as needed in the formulation and development of fiscal policies, procedures and programs. Support in the development and implementation of District Disaster Preparedness Plan.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Planning, organization and direction of the maintenance and repair activities of District facilities

Construction, engineering, architecture, and maintenance management

Building codes and other applicable laws, codes, regulations, policies and procedures

Custodial practices and procedures

Budget preparation and control

Oral and written communication skills

Principles and practices of administration, supervision and training

Interpersonal skills using tact, patience and courtesy

ABILITY TO:

Plan, organize, control and direct the maintenance and repair activities of District facilities.

Develop and administer contracts for minor school construction projects.

Supervise and evaluate the performance of assigned staff.

Assure compliance with safety practices and various code requirements.

Understand blueprints and schematic drawings.

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.
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 operations and activities.
Ability to work “hands on” when hands on is required.

EDUCATION AND EXPERIENCE

Any combination equivalent to: bachelor’s degree in engineering, architecture or related field and/or five years experience in maintenance, grounds or related function including three years experience in a supervisory capacity

LICENSES AND OTHER REQUIREMENTS

Valid California driver’s license

WORKING CONDITIONS

ENVIRONMENT

Office environment
Driving a vehicle to conduct work

PHYSICAL ABILITIES

Hearing and speaking to exchange information and make presentations
Sight to read a variety of materials
Dexterity of hands and fingers to operate a computer keyboard
Walking to inspect sites
Sitting or standing for extended periods of time.

The Director of Maintenance and Operations will receive a one year contract, renewable year to year.