

**CHICO UNIFIED SCHOOL DISTRICT
MAINTENANCE AND OPERATIONS MANAGER**

DEFINITION

Under the general direction of the Director of Maintenance and Operations, supervises and coordinates the Maintenance and Operations functions of the District. Supervises maintenance and operations staff, determines work order priorities. Monitors systems and procedures to ensure compliance with applicable policies, laws, and regulations. Responsible for inspections and safety procedures. Provides recommendations to the director for process improvement and problem resolution. Areas of responsibility may include, custodial, grounds, and/or other maintenance and operations functions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Supervise, coordinate, and prioritize, the day-to-day functions of the Maintenance and Operations Department as assigned, such as maintenance, custodial, and grounds.
- Responsible for selecting, training, and evaluating the performance of custodial and/or maintenance staff, providing work direction and guidance to assigned employees.
- Support compliance with state and federal regulations as well as District policy and procedure.
- Provide leadership for employee relations through effective communications and coaching.
- Identify internal conflicts and resolve, following District protocols.
- Evaluate school facilities and office buildings and ensure proper repair and cleaning standards are met.
- Implement preventative maintenance plan, included but not limited to. painting, HVAC filter replacement, roof cleaning and repair, tree maintenance, carpet cleaning and other services as required.
- Implement work methods, procedures, and equipment repair and replacement to increase efficiency and ensure adherence to a cost-effective utilization of personnel and equipment.
- Responsible to arrange substitutes for the Maintenance and Operations Department.
- Supervise and maintain a variety of records pertaining to the maintenance and operation of the District
- Travel within and outside District to confer with and advise site administrators and District personnel regarding maintenance and operations services.
- Support the director in budget planning process and in the development, implementation and maintenance of expenditure control procedures.
- Responsible for department budget.
- Responsible to meet with District and site personnel regarding facility cleanliness, maintenance, and repair and serves as a liaison to vendors and contractors providing service to the District.
- Participate in development, implementation, and maintenance of policies, objectives, short and long-range planning; develops and implements projects and programs to assist in accomplishment of established goals.
- Drive a service vehicle to and from work sites.
- Perform related work as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles and practices of maintaining and cleaning school facilities including personnel management and budgetary practices;
- Principles, methods, trends, procedures, and techniques of a comprehensive maintenance/operations program;
- Problem analysis and problem resolution;
- MS Office and electronic work order systems at an intermediate level;
- Equipment, materials, and supplies commonly utilized in the cleaning and maintenance of school facilities, grounds, offices, and equipment;
- Principles of safe working methods and procedures;
Methods, materials, tools, and terminology used in the building trades;
- Supervision and evaluation techniques.

Skill to:

- Safely operate a motor vehicle;
- Operate modern office equipment and related software applications.

Ability to:

- Evaluate specifications of work rules, procedures, and schedules and to maximize efficiency;
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments;
- Lead people and get results through others;
- Develop and execute short and long-term planning to accomplish goals;

- Analyze and solve problems;
- Establish and maintain cooperative and positive working relationships;
- Strategize the implementation of new legislation as it relates to the Maintenance and Operations Department;
- Effectively provide written and oral Districtwide communication and maintenance and operation information, policies and/or procedures in a manner easily understood by all involved parties;
- Effectively evaluate and recommend procedures to support employee development and performance.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience

- Five (5) years of progressively responsible technical experience in maintenance, custodial, or grounds services.
- Three to five (3-5) years supervisory experience in a related field.

Education

- Specialized training or course work in the field of maintenance, custodial, or grounds is preferred.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain a valid Department of Pesticide Regulations Qualified Applicator Certification by the 5th month of employment.
- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.
- Insurability by the District's liability insurance carrier.
- Must be at least 21 years of age.

PHYSICAL DEMANDS

Essential duties require the following skills and work environment:

- This type of work requires occasional or frequent standing, walking, sitting, and reaching for extended periods of time.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Exposure to cold, heat, wet, humidity, or windy conditions caused by weather may occasionally be experienced.
- Ability to work in a standard office environment.
- Persons performing service in this position classification will exert 25 – 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps.