CHICO UNIFIED SCHOOL DISTRICT
DIRECTOR- MAINTENANCE/OPERATIONS/TRANSPORTATION

DEFINITION
Under general direction, to plan, organize, coordinate, and direct the District’s maintenance, operations, and transportation functions and activities; to inspect, monitor, review, and audit the buildings, grounds, and equipment maintenance and operations related functions and activities and the performance of skilled maintenance and facilities cleaning and operation personnel.

ESSENTIAL DUTIES
• Plans, organizes, coordinates and supervises the cleaning, maintenance, repair, remodeling, and transportation functions of the District.
• Determines operational policies, guidelines, priorities, and the scheduling and control of various ongoing and major projects.
• Plans, organizes, develops and implements operational procedures to ensure adherence to a cost effective and cost beneficial operational mode, and to ensure that appropriate quality control and performance standards are maintained.
• Plans, organizes and supervises mid and long range facility, grounds and equipment preventative maintenance programs, including implementation and maintenance of a systematized data management, storage and retrieval system.
• Plans, organizes and supervises a program of inspection and review of facilities and equipment, to ensure that potential safety hazards are corrected and prevented.
• Reviews, approves, requisitions and orders maintenance and operations supplies, materials and equipment.
• Plans, organizes, develops and maintains inventory control and expenditure control procedures.
• Participates and gives input in the budget planning process, including the determination of maintenance and operations materials, supplies, equipment and service needs.
• Monitors contractors providing maintenance and operations related services to ensure adherence to project specifications, timelines and appropriate standards of performance.
• Counsels and advises District personnel and members of the education community regarding maintenance and operations related problems and concerns, including resolution of complaints and grievance issues.
• Assists maintenance and operations personnel in resolving technical and unusual and usual maintenance and operations related problems and concerns.
• Reviews and audits incident and accident investigation reports and determines appropriate action.
• Plans, coordinates and supervises the review, examination and testing of a variety of products and equipment, in determining product standards, and in the development of product bid specifications.
• Plans, develops and conducts personnel orientation and in-service training programs; evaluates the performance of maintenance, operations, and transportation personnel;
• Assists in the conduct of various personnel management processes, including the recruitment and selection of maintenance, operations, and transportation personnel.
• Other related duties as assigned.

QUALIFICATIONS
Knowledge of:
• Principles, methods, techniques and strategies pertaining to comprehensive maintenance, operations, and transportation programs;
• Practices, procedures and trends of management, organization and supervision;
• Equipment, materials and supplies commonly utilized in the cleaning and maintenance of school facilities, grounds, offices and equipment;
• Legal mandates, policies, regulations and operational procedures pertaining to the maintenance, repair, construction, and cleaning of agency facilities and equipment.
• Practices, procedures, techniques and strategies for determining operational effectiveness;
• Safe and sanitary working methods and procedures.
• Basic principles, methods, trends, procedures and techniques of a comprehensive pupil transportation program.
• Legal mandates, policies, regulations and guidelines of a comprehensive pupil transportation and safety program.
Ability to:
- Effectively and efficiently plan, organize and supervise the functions and activities of comprehensive maintenance and operations programs;
- Plan, organize, assign, supervise, and evaluate the functions and activities of maintenance and operational personnel;
- Accurately estimate time and material costs;
- Establish and maintain an effective data management, storage and retrieval system;
- Prepare, interpret and work from plans, specifications, schematics, diagrams and drawings;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational relationships.

PHYSICAL DEMANDS
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.
- Persons performing service in this position classification will exert 25 to 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, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handling and working with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION
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:
- Four years of responsible experience in the construction, maintenance and repair of large buildings, grounds and equipment, including two years in a supervisory capacity.
- Two years transportation industry experience is preferred.

Education:
- Equivalent to the completion of an Associate of Arts or higher degree, supplemented by advanced training or coursework in organization, supervision and operational management.

License Requirement
- Possession of a valid California Motor Vehicle Operator's License and safe driving record. Ability to obtain appropriate certificates (i.e., asbestos, lead, etc.)

Condition of Employment
- Insurability by the District liability insurance carrier.

PC - September 1997, July 2011