

CALEXICO UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR OF MAINTENANCE, OPERATIONS & TRANSPORTATION

DEFINITION

Under the direction of the Assistant Superintendent of Business Services, the Director of Maintenance, Operations & Transportation is responsible to plan, organize, direct, coordinate, manage and supervise the building maintenance, custodial services, grounds-keeping, safety and security services, pupil-transportation, disaster preparedness services, and to perform related duties as required.

ESSENTIAL DUTIES

- Plan, organize, coordinate and direct the transportation, maintenance, custodial, and grounds keeping operations of the District;
- Plan, organize and supervise mid- and long-range facility and equipment preventative/deferred maintenance programs, including management and oversight of the District's data management and work-order system;
- Implement and manage the District's integrated pest management (IPM) program.
- Direct oversight and management of the District's compliance with Williams' Act Requirements as it relates to facilities in good repair.
- Review and approve requisitions, and order maintenance supplies, materials and equipment;
- Plan, organize, and direct the District emergency maintenance and repair services;
- Monitor contractors providing maintenance related services to ensure adherence to project specifications, time lines and appropriate standards of performance;
- Represent the District in working with state, county and city land use and planning agencies;
- Plan, develop and conduct personnel orientation and in-service training programs for maintenance, grounds, custodial, and transportation staff;
- Evaluate the performance of skilled and technical maintenance personnel, school bus drivers, grounds, custodial staff, and corresponding supervisors;
- Drive a vehicle to and from various work locations.
- Establishes departmental policies and procedures; evaluates existing procedures and implements procedural changes to increase efficiency.
- Participates in the selection, testing and interviewing of applicants for positions within the Department of Maintenance, Operations, and Transportation.
- Implements bus driver safety and operational training programs including pupil management skills.
- Investigates accidents and takes corrective action to eliminate or reduce the incidence of future accidents.
- Establishes, implements and coordinates a preventative maintenance program for school buses to satisfy California Highway Patrol Guidelines and other safety requirements in the most efficient and cost effective manner.
- Prepares annual budget for District's Maintenance, Operations, and Transportation. Administers and monitors departmental budget and authorizes expenditures, estimating time, material and capital expenditures related to departmental operations.

ESSENTIAL DUTIES (Continued)

- Establishes and maintains an effective working relationship with the California Highway Patrol; confers regarding potentially dangerous situations on bus routes or on-the-road performance of drivers, disseminates new information regarding laws affecting school bus transportation and assists with annual safety. Supervises and monitors departmental compliance with various licensing and certification requirements for both personnel and transportation vehicles.
- Conducts long-range planning activities for improving the over-all effectiveness of District's transportation services.
- Maintains records of operational costs; receives and evaluates reports regarding equipment repair costs and fuel consumption; prepares a variety of reports and correspondence related to transportation/vehicle maintenance operations.
- Performs related duties similar to the above in scope and function as required.

KNOWLEDGE OF:

- Practices, procedures and trends of management, organization and supervision;
- Equipment, materials and supplies commonly utilized in the construction and maintenance of school facilities, offices and equipment;
- Legal mandates, policies, regulations and operational procedures pertaining to the maintenance, repair, construction of agency facilities and equipment;
- Practices, procedures, techniques and strategies for determining operational effectiveness; Safe and sanitary working methods and procedures.
- Planning and budgeting processes.
- Rules and regulations affecting school district transportation and warehouse departments.
- Principles and practices relating to custodial, grounds, skilled maintenance functions and warehousing activities.
- Planning and budgeting processes.
- Record-keeping techniques
- Principles of management, supervision and training.
- Knowledge of computer and basic concepts of data processing systems.
- Collective bargaining law and labor agreements
- Concept of progressive discipline
- Safe driving practices
- Oral and written communication skills

ABILITY TO:

- Effectively and efficiently plan, organize and supervise the functions and activities of comprehensive transportation, maintenance, custodial, and grounds keeping programs;
- Plan, organize, assign, supervise, and evaluate the functions and activities of transportation and maintenance, grounds, custodial personnel;
- Prepare and administer budgets for assigned functional areas.
- Accurately estimate time and material costs;
- Establish and maintain an effective data management, storage and retrieval system;
- Establish and maintain effective organizational relationships.
- Communicate effectively both orally and in writing.
- Assure proper maintenance and repair of buses.
- Monitor the development and schedules of a bus route system.

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ABILITY TO (Continued):

- Interpret, explain and follow rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Develop operating rules, regulations, procedures, policies and budgets
- Analyze situations accurately and adopt an effective course of action.
- Understand and carry out oral and written directions with minimal accountability controls.

EDUCATION AND EXPERIENCE:

Bachelor's degree or equivalent from a recognized college or university in Business or Public Administration, Business Management, Construction Management, or related field preferred.

Three years of increasingly responsible experience in building maintenance, custodial services, grounds keeping and at least two of the three years required experience needs to be in a supervisory capacity. Experience in safety and security services, pupil and disaster preparedness services is desirable.

PHYSICAL DEMANDS

- Walking or standing for extended periods.
- Bending, kneeling, crawling, climbing, descend ladders, and/or scaffolding, reach overhead, balance.
- Lift, push, and/or pull objects up to 75 pounds.
- Hearing and speaking to exchange information.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

HAZARDS:

Working around machinery, moving vehicles, or construction sites.

LICENSE REQUIREMENT:

Valid California Driver's License-Class 'C'

OVERTIME STATUS:

Exempt

BARGAINING UNIT STATUS:

Management