

MAINTENANCE, OPERATIONS, AND TRANSPORTATION/SAFETY MANAGER

DEFINITION

Under general direction, plans, schedules, supervises, and participates, as needed, in work performed by assigned maintenance, operations, transportation/safety personnel district-wide; assists in the evaluation of bids and administers construction contracts; implements safety related programs; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.
Some positions may be required to obtain within six (6) months of initial appointment:
Certificate of Completion of Penal Code 832.3

CLASS CHARACTERISTICS

Positions in this class report to the Chief Facilities Official and are overtime exempt; one or more positions may work a swing shift in order to visit sites during the evening. Attendance at evening meetings and travel to meetings in and out of the District is required. This position will be provided with the use of a District vehicle.

EXAMPLES OF DUTIES

Plans and directs the day-to-day maintenance of the district and provides supervisory assistance to the school sites, which includes safety, custodial, grounds keeping, and general facilities operations of the district. *E*

Plans and administers the training of district public safety officer, campus supervisors, maintenance, and transportation personnel. *E*

Organizes and administers the preventive and corrective maintenance of buildings, equipment, grounds facilities, and transportation busses. *E*

Acts as liaison between the district and local/state agencies for review of approvals for district and school-site construction projects; writes specifications, evaluates bids, and makes recommendations for award of construction contracts; coordinates with contractors, architects, regulatory agencies, and district staff during construction. *E*

Maintains a list of qualified vendors and recommends which ones should be invited to participate in projects; researches required licenses of vendors to ensure validity; corresponds with vendors and others both orally and in writing regarding technical facility processes. *E*

EXAMPLES OF DUTIES: (cont.)

Formulates and monitors all aspects of the department budget, audits, and correct accounting codes and sources. **E**

Assists Purchasing Department with the selection and supervision of building inspectors during construction; assists with the review and approval of progress and final payments to construction contractors; reviews and makes recommendation to the Purchasing Department for change orders to construction contracts. **E**

Prepares and files notices of completion; provides technical support on contractor claims and disputes. **E**

Coordinates the Disaster Emergency Preparedness Plan district wide; implementation of the District's Safety Management Plan in the areas of safety equipment, maintenance, and training. **E**

Maintains familiarity with provisions of the Education Code, Penal Code, municipal codes, health and safety codes, vehicle codes, FCC, and other regulations affecting transportation, public safety, and security. **E**

Assures that all required records and reports are maintained in compliance with State and District requirements; develop and maintain an accident investigation, review, and follow-up program to minimize District exposure and ensure pupil safety. **E**

Oversees the reports and statistical data to demonstrate the level of compliance with State requirements and the efficiency of the safety and training program. **E**

Selects, directs, and participates in selecting district maintenance, operations, transportation and security personnel; prepares and reviews performance evaluations and handles disciplinary and other personnel problems; gives recommendations to site principals regarding performance of site personnel. **E**

Plans and directs in-service training for bus drivers, maintenance, grounds, and custodial personnel; plans and schedules long range training and maintenance programs. **E**

Recommends staffing and personnel changes to meet new needs or increase the effectiveness of the department. **E**

Gathers, evaluates, and analyzes data to plan for the assigned area of responsibility; reviews work orders and assigns work to proper personnel; provides work plans, layouts, and instructions to staff. **E**

Coordinates centralized ordering of custodial and maintenance supplies, materials, parts, and small equipment; recommends new equipment purchases. **E**

Plans, schedules, and participates in inspection of school facilities, preparing reports of results; plans and directs action necessary to correct safety hazards and campus security of students.. **E**

EXAMPLES OF DUTIES: (cont.)

Maintains operational records and prepares technical routine reports. *E*

May perform skilled work in various construction and maintenance trades. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of management, budgeting, and cost control;
2. Principles, methods, materials, and equipment used in facilities planning, construction, operation, and maintenance;
3. Methods, materials, and equipment used in the various trades, including painting, plumbing, heating and ventilating, electrical, carpentry, glazing, and locksmithing;
4. Pertinent provisions of laws, Penal Code, Vehicle Code, Education Code, Administrative Code, and district policies and regulations regarding public safety and transportation systems;
5. Engineering and shop math applicable to building trades and cost estimating;
6. Operations and building maintenance practices including pertinent laws and building codes;
7. Personal computer systems and software applicable to position;
8. General principles of supervision and training; and
9. Safety practices and CAL-OSHA regulations related to building maintenance.

Ability to:

1. Plan, organize, and execute training, construction, and maintenance projects;
2. Analyze problems, develop sound problem-solving models, and arrive at sound solutions to problems;
3. Prepare comprehensive technical studies and reports, policies, regulations, proposals, schedules, and correspondence;
4. Read, understand, and interpret laws, codes, and regulations covering construction, operations, and maintenance of public school facilities;
5. Schedule work and utilize departmental personnel effectively;
6. Estimate costs of labor and materials;
7. Prepare and interpret drawings and specifications;
8. Interpret and work from shop drawings, sketches, plans, and specifications;
9. Read and interpret technical trades manuals, instructions, and guides;
10. Supervise, evaluate, and train personnel through subordinate personnel;
11. Make effective oral report presentations;
12. Proficiently use a PC, appropriate software, calculator, and two-way radio;
13. Operate a vehicle observing legal and defensive driving practices;
14. Understand and carry out oral and written instructions;
15. Establish and maintain effective relationships with those contacted in the course of work;
16. Make generalizations, evaluations or decisions without immediate supervision; and
17. Maintain work pace appropriate to given workload.

EDUCATION

Equivalent to completion of major course work leading to a degree in construction, business, public administration, public safety, transportation or related field. Recent responsible administrative experience in technical, structural, engineering or maintenance and operations in a public school or public agency may be substituted for formal education. Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Recent varied supervisory experience in transportation, the building trades with emphasis on construction, maintenance and operations or facilities in a school district or public agency. Experience with one or more of the building or mechanical maintenance trades involving planning, organizing, and supervising personnel assigned to various trades. Planning or supervising experience in security and public safety is desirable.

WORKING CONDITIONS

Environment:

Indoor and outdoor work environment; exposure to dust, fumes, and odors; subject to driving a vehicle to conduct work; variable hours; swing shift and on –call as needed.

Physical Abilities:

Hearing and speaking to exchange information and make presentations; walking to conduct inspections, sometimes over rough or uneven surfaces; bending at the waist; sitting or standing for extended periods of time; dexterity of hands and fingers to operate standardized office equipment and a variety of specialized equipment and tools.

Hazards:

Working around and with machinery having moving parts; exposure to cleaning chemicals, dust, dirt, and pollen.

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