ORANGE UNIFIED SCHOOL DISTRICT

ASSISTANT DIRECTOR, MAINTENANCE & OPERATIONS

DEFINITION

Under administrative direction – plans, organizes, coordinates, and supervises the work of skilled maintenance and repair work of the District maintenance & operations crews; checks workloads and work performance; and assumes and performs related duties and responsibilities as required.

ESSENTIAL DUTIES

- Plans and organizes a variety of building maintenance services;
- Assigns and schedules personnel and crews;
- Trains and evaluates maintenance personnel;
- Inspects school plants and facilities for work needing maintenance and repair projects;
- Coordinates preventive maintenance activities related to District equipment;
- Estimates cost of projects in terms of labor and materials;
- Assigns projects to appropriate personnel or crews;
- Confers with subordinate supervisors regarding methods and procedures of work, supply and equipment needs, and operational problems, makes recommendations and assists in establishing standards for all maintenance activities;
- Determines compliance with standards and codes;
- Designs and prepares plans, specifications, and cost estimates for a variety of maintenance projects and programs;
- Assists in developing budget for the maintenance and repair of school plants and other District facilities;
- Reviews plans and specifications for new construction;
- Maintains records, prepares reports and makes recommendations to Assistant Superintendent regarding the maintenance program.

QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in the building maintenance and construction trades;
- Repair and remodeling of school buildings and facilities; the related legal provisions of school building, fire, and safety regulations;
- Construction plans and specifications;
- The principles of supervision, training, and organization of work.

Ability to:

- Read and interpret building construction plans or blueprints;
- Prepare working plans, drawings, and specifications;

- Estimate materials and labor time, lay out work efficiently, and prepare working sketches and written instructions;
- Plan preventive programs of major equipment and assign continuing responsibilities;
- Organize, schedule, and inspect work programs;
- Train, supervise, and evaluate personnel;
- Coordinate and supervise the work of subcontractors, professional staff, and other school personnel involved in the use of buildings and facilities being maintained;
- Operate under pressure during peak periods and utilize staff efficiently at all times;
- Conceptualize and translate ideas and goals presented into practical work projects to maintain harmonious working relationships with District, school business and governmental personnel.

EXPERIENCE AND EDUCATION

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

Experience:
Five years of progressively responsible experience in the building maintenance, operations, and construction fields, including at least five years in supervisory position.

Education:
Graduation from high school; and

College level training in business management, construction management, supervision, or related fields is desirable.

License Requirement
Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment
Insurability by the District's liability insurance carrier.