

TITLE: DIRECTOR OF MAINTENANCE, GROUNDS, & IRRIGATION

QUALIFICATIONS

Knowledge of

1. Care and maintenance of buildings, and grounds equipment and tools.
2. Contemporary trade practices, methods, tools, techniques, quality standards, and applicable equipment.
3. Current governmental maintenance and operations procedures.
4. District policies and procedures related to District Maintenance Safety.
5. Effective methods of cost control in the selection of materials, conduct of maintenance and utilization of staff resources.
6. Effective principles of supervision and staff development.
7. Federal, state, and local laws, and state education codes related to maintenance and groundskeeping regulations.
8. Maintenance and grounds chemicals and their proper use.
9. Proper English usage, spelling, reading, writing, and math.
10. Requirements for maintaining school buildings and grounds in a clean, safe, and functioning condition.
11. Water management and irrigation procedures.
12. Safety rules and regulations for the district.

Ability to

1. Apply general policies and procedures to specific situations.
2. Assign personnel so that substitute needs are economically applied for vacation, sick leave, and other absences.
3. Be a productive and active team member.
4. Communicate effectively and tactfully in both verbal and written form.
5. Coordinate several functional areas to assure job progress. Meet job start/target dates.
6. Develop and monitor a centralized budget for maintenance, grounds, and irrigation programs.
7. Develop effective preventive, corrective, and deferred maintenance programs.
8. Effectively and efficiently supervise, train, and evaluate employees as required.
9. Establish and maintain effective rapport with students, parents, and community members.
10. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties, and facilities.
11. Exercise initiative, tact, and good judgment in the course of performance of job duties.
12. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
13. Interpret laws and develop policies and regulations, which relate to district maintenance and grounds and irrigation practices.
14. Interpret plans and specifications.

Ability to (continued)

15. Meet the physical requirements necessary to safely and effectively perform required duties.
16. Organize all work requests in a viable long-range maintenance and production plan.
17. Plan, direct, coordinate, assign, and schedule the work of others.
18. Prepare written and oral reports.
19. Prepare plans and specifications for contract work.
20. Prepares and administers the Capital Improvement Program.
21. Safely operate and apply all assigned equipment, materials, and chemicals.
22. Schedule maintenance and care of district facilities in a cost-effective manner.
23. Skillfully operate specialized maintenance tools and equipment.
24. Understand and utilize computer systems as they relate to various functions.
25. Work cooperatively with administrative and other staff members.

Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade, supplemented by training courses in management techniques, public administration, building, engineering and architecture and drafting, and public works administration. Appropriate work experience will be considered in lieu of education.
2. Five (5) or more years of successful, progressively responsible experience in the construction and/or maintenance industry, of which at least two (2) years shall have been in a supervisory capacity. Public works experience is desirable.
3. A good work history demonstrating dependability and reliability.
4. First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification desired.

REPORTS TO: Assistant Superintendent of Facilities/Operational Services

SUPERVISES: Maintenance, grounds, irrigation, and assigned clerical personnel

JOB GOAL: To contribute to the efficient operation of the Facilities/Operational Services by directing assigned department, ensuring the proper and timely maintenance of all district facilities, grounds, and irrigation in accordance with district and other regulatory guidelines.

ESSENTIAL FUNCTIONS

1. Directs a program for the regular inspection of district building facilities and grounds; applies maintenance standards for items inspected; determines causes and corrective action for deficiencies; determines the need for additional exploratory analysis; performs inspections indicated by supervisory reviews, reports of emergency or service calls and other work requests.
2. Directs maintenance, irrigation, and grounds activities related to outside contractors including: recommends work to be performed by contract; prepares preliminary designs, sketches and plans for work to be performed; inspects work in progress and upon completion; maintains liaison with contractors.

ESSENTIAL FUNCTIONS (continued)

3. Directs maintenance and grounds planning, estimating, and scheduling functions including: analyzes work to be accomplished in light of accepted trade practices, pertinent specifications, drawings, and sketches; prepares detailed job orders; plans work in the most efficient job sequence to work centers involved; estimates total manpower requirements and detailed labor costs by shop, using performance standards when available, historical data, and by application of acquired experience and knowledge; determines amount and type of materials needed by each shop and estimates overall material costs.
4. Directs scheduling of maintenance and grounds service activities including: processing of routine/emergency work requests and work orders resulting from inspection activities and establishment of job control procedures enabling accurate accounting and analysis of costs for budget and charge-back purposes.
5. Directs the operation of the Preventive and Corrective, and Deferred Maintenance Programs, reviews operations; maintenance instructions and preventive maintenance inspections made by designated staff.
6. Develops and implements a mandatory tracking system which provides frequent information to site principals.
7. Develops and supervises the maintenance of records and documents generated in connection with assigned responsibilities.
8. Develops, coordinates, and implements the District Safety Program.
9. Establishes standards for, estimates necessary quantities of, selects and requisitions materials, repair parts, tools, equipment, and supplies for departmental operations.
10. Follows district policies and procedures.
11. Interviews and recommends personnel for employment; plans and oversees staff training programs; exercises periodic employee evaluation procedures; and takes action in matters of grievance, morale, and discipline.
12. Knows and understands the Mission and Core Values of the district.
13. Maintains a library of maintenance and operations manuals.
14. Maintains training and safety program and records on assigned personnel.
15. Participates in district in-service training as required.
16. Plans, schedules, delegates, inspects, and evaluates current work of department; arranges and approves work completed under contract; consults with architects and engineers on construction and renovation projects.
17. Prepares annual budget estimates for assigned department and for related requirements at school sites.
18. Prepares analyses and reports on questions of cost and feasibility and enforces cost controls for assigned department.
19. Prepares scheduled and special reports, and analytical studies.
20. Reviews legislation and consults with various agency officials concerning matters of safety, health, sanitation, and construction standards and effects compliance with requirements.
21. Performs other related duties as assigned.

OTHER FUNCTIONS

1. Orders supplies in a timely and efficient manner.
2. Provides liaison with other departments of Facilities/Operational Services and maintain such insurability.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate California Driver's License during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents, instructions, the display screen of various equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to ten (10) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to ten (10) pounds frequently, and fifty (50) pounds occasionally.
8. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
9. Able to exhibit full range of motion for shoulder abduction and adduction.
10. Able to exhibit full range of motion for elbow flexion and extension.
11. Able to exhibit full range of motion for shoulder extension and flexion.
12. Able to exhibit full range of motion for back lateral flexion.
13. Able to exhibit full range of motion for hip flexion and extension.
14. Able to exhibit full range of motion for knee flexion.
15. Able to work at various elevated heights on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
16. Able to work in restricted spaces in a safe and effective manner.
17. Able to work in a wide range of weather conditions.
18. Able to work with a variety of chemical agents, including various types of paint, varnish, shellac and thinners, in a safe and effective manner.
19. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
20. Able to operate a variety of powered industrial vehicles, equipment, and tools associated with building repair, maintenance, preventative maintenance, and construction in a safe and effective manner.
21. Able to operate office machines and equipment in a safe and effective manner.
22. Able to operate a variety of maintenance motor vehicles in a safe and effective manner.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on evaluation of Professional Personnel. The Assistant Superintendent of Facilities/Operational Services will complete the evaluation.

Approved by: Board of Education Date: February 20, 2003

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**