

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Manager of Maintenance & Operations	CLASSIFICATION: Classified Management
REPORTS TO: Director of Facilities, Maintenance, Operations and Capital Projects or As Assigned by Superintendent	SALARY SCHEDULE: Classified Management / Confidential
WORK YEAR: 12 Month	RANGE: A
BOARD APPROVAL: 09/18/04	FLSA: Exempt
BOARD REVISION: 04/20/17	
HR REVISION: 06/08/21	

PRIMARY FUNCTION:

Plans, coordinates, and manages the maintenance activities for the District; assures the proper care, cleaning, and maintenance of District buildings, grounds, and facilities; ensures compliance with applicable laws, codes, ordinances, regulations, policies, and procedures; supervises, trains, and evaluates the performance of assigned personnel; and performs related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by creating an instructionally supportive and healthful environment that safeguards student and staff well-being.

SUPERVISION OVER: Maintenance Workers, Groundskeepers, and Custodians.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Plans, coordinates, and manages, the activities of the Maintenance and Operations department.
- Coordinates and manages a comprehensive facilities, grounds, and custodial care program for the District.
- Plans, assigns, supervises, and inspects the work performed by all maintenance workers, custodians, and groundskeepers.
- Supervises, trains, and evaluates the performance of assigned staff; interviews and recommends the selection of employees to the administrator designated by the Superintendent; recommends transfer, reassignment, termination, and corrective actions.
- Confers with assigned personnel regarding work schedules and associated problems, resolves scheduling conflicts, coordinates substitutes, verifies priorities, and delegates the work to be performed.
- Delivers in-service training programs for Maintenance and Operations personnel as assigned.
- Communicates with District and school administrators in establishing maintenance programs, which enhance and support instructional and non-instructional activities at individual sites.
- Prepares and delivers oral and written reports on progress of projects and maintains records, files, logs, and reports related to personnel, inventory, work requests, work performed, safety issues, and assigned activities.
- Receives, evaluates, prioritizes, assigns, and assures the proper completion of approved work orders; generates related reports; reviews job status for open work orders.
- Travels to various sites to inspect work, evaluate conditions, identify repairs and assure compliance with District standards, Building, Health and Safety and Education codes, and other applicable federal, State, and local laws and regulations.

- Reviews and prepares cost estimates of materials, supplies, equipment, and labor for major projects and repairs of District grounds, facilities, and equipment; Determines appropriateness of utilizing private contractors, prepares bid specifications, coordinates work activities with contractors, inspects completed work, and discusses findings with the Director as needed.
- Monitors budget expenditures.
- Requisitions and assures proper custody, control, inventory, and condition of materials, equipment, and supplies.
- Approves invoices from suppliers and contractors; reviews invoices for materials purchased; resolves discrepancies with staff or contractors as needed.
- Establishes, updates, and implements long-range corrective and preventive maintenance and repair plans consistent with known fiscal restraints for all areas of responsibility.
- Implements and enforces health and safety measures and precautions and conducts a variety of informational and instructional meetings for staff to assure safe and proper work practices.
- Conducts inspections and assists various agencies in scheduling routine and emergency inspections to ensure compliance with established safety standards.
- Develops and administers the District's integrated pest management program and sets judicious standards for the preparation and application of pesticides, herbicides, and fertilizers.
- Answers emergency calls at any time and takes appropriate action to protect and preserve District property.
- May serve as representative of the district on committees and boards.
- Maintains a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent required.
- Five years in one or more of the following: maintenance, operations, or construction trades, including 2 years experience in a management, lead, or supervisory capacity.
- Prior experience working in a public school setting desired.

LICENSES AND OTHER REQUIREMENTS:

- Must possess a valid California Driver's License, be insurable by the District's carrier, and have the use of a personal vehicle.
- Fingerprint/criminal justice clearance.
- Possession of a negative T.B. test that is no more than four months old and renewable every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF:

- Proper methods, equipment, materials, tools, terminology, and equipment used in maintenance, grounds, gardening, and custodial work.
- Applicable sections of Education, Building, Electrical, and Health and Safety Codes and other applicable federal, state, and local laws and regulations.
- Characteristics and costs of building construction and design.
- Grounds maintenance procedures (i.e. mowing, edging, raking, weeding, pruning, etc.).
- Irrigation systems, computerized time clocks, and various types of sprinkler heads.
- Integrated Pest Management practices.
- Modern institutional cleaning methods.
- Principles and practices of supervision and training.
- Methods of estimating project costs, requirements, and supplies.
- Budget control and purchasing procedures.
- Basic mathematical skills.
- Record-keeping and report preparation techniques.

- Interpersonal skills using tact, patience and courtesy.
- Computer procedures, software, and applications.

ABILITY TO*:

- Plan, coordinate, manage, execute, and inspect the maintenance and repair of District facilities, grounds, and equipment.
- Supervise, train, and evaluate the performance of assigned personnel.
- Develop schedules and meet deadlines.
- Read and interpret building plans, shop drawings, diagrams, and blueprints.
- Maintain current knowledge of new developments in the maintenance and operations trades.
- Drive a vehicle to visit work sites.
- Operate a computer and assigned software.
- Prepare and deliver clear, concise oral and written reports.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- See to read a variety of materials.
- Hear and speak to exchange information.
- Work both independently with little direction and as a part of a team.
- Meet district standards of professional conduct as outlined in Board Policy.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

WORKING CONDITIONS:

WORK ENVIRONMENT: District office; in vehicle traveling to job assignments; outdoor environment on school sites in variable weather conditions.

PHYSICAL ABILITIES: With or without the use of aids, requires sufficient visual acuity to recognize letters and numbers, to read printed materials; sufficient hand/eye coordination and manual dexterity to write and operate a personal computer keyboard; ability to hear and understand in person and on the telephone; speak to exchange information and make presentations; see to read a variety of materials; and sufficient body movement and mobility to drive an automobile and climb ladders to inspect construction sites; reaching overhead, above the shoulders, and horizontally; bending at the waist, pushing or pulling objects up to 50 pounds on a frequent, stooping, kneeling, or crouching; lifting, carrying and moving objects up to 50 pounds on a frequent basis according to safety regulations.