



Fremont Unified School District
Classified Management Job Description

Director, Maintenance, Operations & Grounds

Definition

The Director, Maintenance, Operations and Grounds reports to the Associate Superintendent. Under general direction, responsible for the maintenance and repair of District building and mechanical facilities, the custodial care of District facilities, the maintenance and care of District grounds, the management of energy monitoring and other systems; and to perform other job-related duties as required.

Essential Duties and Responsibilities

Depending on the assignment, duties may include, but are not limited to the following:

- Provides overall direction through supervisors and to other lead personnel to the maintenance function. Provides overall direction through supervisors to the operations function.
- Provides overall direction through supervisors to the Grounds function.
- Confers with the Director, Facilities and Construction and other District personnel in planning maintenance programs.
- Establishes maintenance and repair schedules; monitors progress.
- Establishes priority on work orders.
- Oversees scheduling of work, ordering of parts and materials, and maintenance of financial records.
- Oversees the preventive and deferred maintenance programs.
- Assigns skilled personnel to specific duties, emergency and routine work.
- Assists in hiring and evaluating personnel, and in supervising personnel as required. assures compliance with applicable codes, regulations and laws.
- Monitors departmental budget.
- Recommends new programs or reorganization policies for the Department.

Qualifications

Successful experience in:

- Materials, equipment, supplies and practices related to the building trades; Building and Education codes.
- Safe work practices including OSHA regulations as they relate to the position.
- Techniques of preparation of cost estimates.
- Principles and practices of employee supervision and training.
- Principles and practices of public agency purchasing.

Ability to:

- Plan, schedule and organize functions.

- Train, instruct and supervise employees.
- Prepare written and oral reports.
- Read and interpret construction plans and specifications.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

Education: Equivalent to the completion of a full four-year apprenticeship program in one of the building or related trades. Equivalent to the completion of a Bachelor's Degree in Administration, Construction Management, Engineering, or related field preferred. Completion of certification program in related field desirable. Automated work order and related record keeping systems and other areas related to the work is highly desirable.

Experience: Four years of increasingly responsible experience, including supervision of personnel, in one or more relevant skilled trade fields.

Licenses and certificates

Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement.

US Proof of Residency

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting 30 - 40 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity.

Required Testing Pre-Employment Proficiency Test may be required.

Clearances Criminal Background Clearance

FLSA Status

Exempt

Approval Date

N: 3/97 R: 5/99, 11/14

Salary Range

FSMA 19

(Note: Formerly, Manager, Maintenance, Operations & Grounds)

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.