

Ross Valley School District

Director of Maintenance & Operations **(Confidential Management)**

Supervision Exercised and Received

The Director of Maintenance and Operations, as an Administrator of the District, is responsible for the development and supervision of District maintenance, operations and transportation programs. These responsibilities are carried out under the policies of the Board of Trustees. The Director of Maintenance and Operations exercises immediate supervision over all maintenance personnel and over all operation personnel with approval of the site Principal. Under direct supervision of the Superintendent.

Duties and Responsibilities

Periodically inspects and surveys all school sites and facilities to determine building and ground status with regard to maintenance and needed repairs and reports findings to Administration. Develops and recommends new programs as well as directed programs with regard to costing out; background, least expensive way, most practical way, time study for completion of these projects and report findings. Maintains current inventories and updates this information. Keeps appraised of costs, cost increases, salvage potentials and develops cost analysis for best performance. Assigns work and schedules in cooperation with site Principal and advises Administration and directs active preventative maintenance programs. Evaluates all maintenance procedures and recommends modifications. Handles all maintenance requests, teacher source, community source or student source that have been cleared with the site principal. Handles or assigns personnel to handle after hour emergencies or vandalism. Works in concert with authorities to control vandalism and responds to their requests. Maintains, repairs, evaluates, directs any activity needed to ensure all District properties are protected and ready for use as near original condition as possible. Requests operation needs and develops cost factors on purchases. Tests new products and techniques. Directs preventative maintenance activity at building custodial level. Coordinates projects with custodians. Meets on a regular basis with all custodial staff to direct the operation of their individual schools. Handles and assigns audiovisual equipment repairs. Works with Sheriff, Fire Department and Police to improve safety environment. Keeps abreast of changes and directives of the State Board Regulation, State Motor Vehicle Code, District Board Policy. The Director of Maintenance and Operations is part of the Administrative Cabinet and the District Leadership Team. Meets on a weekly basis with the Administrative Council to develop District policy and make recommendations to the Board of Trustees. Performs other appropriate duties as assigned by the Superintendent and assists him/her in any other administrative functions.

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Desirable Qualifications

- Knowledge of: All facets of school plant preventative and corrective maintenance. Management training techniques and methods. Clear, concise communicative skills.
- Ability to: Supervise, instruct and evaluate all personnel under his/her direction. Perform in a satisfactory manner all assigned responsibilities. Plan, coordinate, schedule a sound District Maintenance and Operations program. Train, supervise and evaluate custodians jointly with the site principals. Prepare reports concerning Maintenance and Operations for Administrative Cabinet meetings.
- Experience: Sufficient prior years of increasingly responsible school maintenance, operations and transportation work which includes supervision and evaluate experience.
- Education: High School diploma.

Approved: 9-5-85

(h: w/mydocs/job description/director maint. & operat../09/20/01/lb)