

CHINO VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager, Maintenance & Operations	REPORTS:	Director of Maintenance & Operations
DEPARTMENT:	Maintenance	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	226
ISSUED:	01/09/79	SALARY:	Range 35

BASIC FUNCTION:

Under the supervision of the Director of Maintenance and Operations, this position oversees/coordinates the routine maintenance repair, preventive maintenance, and special projects of the school District facilities and staff, including but not limited to, painters, carpenters, plumbers, electricians, and groundworkers. This position assists in the development of policies and procedures relating to this specialized field, and performs related duties as required.

This is a single class position characterized by the responsibility to assist the Director of Maintenance and Operations in developing and implementing policies and procedures to successfully manage the maintenance and Operations program of the school district, and to supervise the aforementioned program.

REPRESENTATIVE DUTIES:

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 is intended to accurately reflect the principle job elements.

E = ESSENTIAL FUNCTIONS

Evaluates the maintenance/operations and repair needs of the district, prioritizes those needs and recommends policies, procedures, personnel allocations, and various other actions necessary to meet assessed needs.

Inspects construction, operations, and repair plans, estimates costs of such in terms of labor, material, overhead, time frames, etc.; reviews work orders received, prioritizes and schedules projects for completion, prepares reports and billings on completed maintenance projects, including breakouts for material used and labor expended.

Plans, assigns, evaluates, and coordinates the work of maintenance and operations personnel for both routine and emergency tasks to include rough and finish carpentry, plumbing, painting, welding, electrical installation, roofing, repair of locks and mechanical equipment throughout the District.

Provides technical direction and assistance to the maintenance and operations staff, designs and provides in-service training in an effort to upgrade the skills of personnel and assists in resolving problems relating to the maintenance and operations program.

Performs a wide variety of supervisory tasks and provides vacation and temporary relief as required. Provides support for emergency services after normal operating hours.

MINIMUM REQUIREMENTS:

EDUCATION, EXPERIENCE, LICENSES, AND OTHER REQUIREMENTS:

Position requires a Bachelor's Degree in a related field. Any combination of field related Associate of Arts Degree and experience may be substituted for the education requirement on a year-to-year basis.

Position requires a minimum of three years skilled experience in maintenance or operations. At least one (1) year of supervisory experience in maintenance and operations or a related field. Strong leadership and motivational skills required.

Employment eligibility that may include fingerprints, health (TB) and/or other employment clearance.

Must have a valid California driver's license and automobile available for use. Must be willing to attend evening, night, and weekend meetings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Research methods and report writing techniques.
- Record keeping techniques.
- District organization, operations, policies, and procedures.
- Principles, practices, trends, goals, and objectives of public education.
- Modern technology and office procedures and methods, computer equipment, and computer applications including Word, Excel, MS Windows, and graphics necessary to perform required duties.
- Budget preparation and control.
- Oral and written communication skills, including English usage, grammar, spelling, punctuation, vocabulary, composition, and mathematics.
- Considerable knowledge of methods, materials, and equipment used in the various crafts relating to maintenance and operations programs.
- Principles of organization, supervision, and training.
- Laws, rules, and regulations affecting the maintenance and repair of school facilities.

KNOWLEDGE OF (cont.):

- Principles and practices related to the use, maintenance, and repair of locks, time mechanisms, communication, and audio-visual equipment.
- Computer technology and methods used in processing/accessing information.

ABILITY TO:

- Provide leadership and direction to staff as well as management.
- Read and interpret technical documents.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Analyze problems and develop solutions.
- Use computers and modern technology.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and adopt appropriate effective course of action.
- Understand and apply laws, rules, regulations and directives.
- Supervise the work of assigned staff.
- Estimate accurately the cost of repair and construction work.
- Read blueprints and sketches, and interpret these to others.
- Plan, coordinate, supervise, and evaluate the work of subordinate personnel.
- Coordinate the training of staff in a variety of maintenance and operations skills.
- Maintain accurate activity and expenditure records for maintenance and repair projects.
- Adjust work hours to fit program needs, including response to emergency situations outside of regularly scheduled work hours.
- Understand and carry out oral and written instructions and communicate with others in a clear manner.
- Maintain a record-keeping system for District-wide programs such as energy management, deferred maintenance, work orders, and schedules for use in providing costs of materials and time.
- Establish and maintain effective working relationships.
- Inspect work underground in trenches, pits, vaults, etc., and at high levels above ground such as on roofs, scaffolds, ladders, and other elevated equipment.

WORKING CONDITIONS:

ENVIRONMENT:

- Demanding timelines.
- Subject to driving to a variety of locations to conduct work during day and evening hours.
- Subject to frequent interruptions and extensive contact with staff members and the public.
- Indoor and outdoor environment.
- Office and outside environment with multiple staff members.
- Subject to various emergency situations.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching, and reaching to retrieve and maintain files and records.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read and to prepare/process documents, and to monitor various services and personnel.
- Sitting for extended periods.
- Standing for extended periods.
- Walking for extended periods.
- Walking over rough or uneven surfaces.
- Physical activity may be required, which could include moderate lifting.

HAZARDS:

- Extended viewing of computer monitor.
- Working around and with office equipment having moving parts.
- May be exposed to contact with hostile or abusive individuals.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Manager, Maintenance & Operations and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

(Signature of Employee)

(Date)

In compliance with the Americans with Disabilities Act, the Chino Valley Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Office.

Board approved: 01/09/79
Revised: 06/20/96
Revised: 04/19/07