



TEHAMA COUNTY DEPARTMENT OF EDUCATION DIRECTOR – MAINTENANCE & OPERATIONS

DEFINITION:

Under supervision of the Superintendent, this position is responsible for the overall maintenance and operations of the organization.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Supervise all maintenance, custodial, and operations functions of the Department.
- Provide long range planning for maintenance and operations departments.
- Determine appropriateness of work orders and determine timeline and authorize work to be completed.
- Oversee County fleet vehicles including service and maintenance needs.
- Assess age and condition of County fleet vehicles and make recommendations for replacement.
- Provide in-service training programs for assigned personnel, as needed.
- Create, implement and revise an annual budget for expenditures in each department.
- Prepare long-range budget planning for capital improvement and replacement equipment.
- Adhere to Department policies regarding purchasing procedures.
- Draft and coordinate contracts with public and private sources including architects, inspectors, contractors, lease/purchase and lease agreement providers and others; coordinate change orders.
- Plan, organize, coordinate, evaluate, and supervises the work of assigned staff and supervise the evaluation process within individual departments.
- Inspect work in progress, oversee requisitions and ensure timely completion of maintenance projects.
- Survey, coordinate and participate in development of time and cost estimates for major repairs or remodeling projects.
- Establish standards of maintenance and preventative maintenance for building and equipment.
- Ensure that standards are consistent with all applicable laws and are maintained.
- Inspect all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
- Plan, organize and implement a program of preventive maintenance.
- Other duties as assigned.
- Drive frequently for department business.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described.

- Equivalent to the completion of the twelfth (12th) grade supplemented by training in maintenance and/or operations.
- Five (5) years of successful experience in the maintenance, grounds, construction and/or transportation fields.
- Three (3) years of supervisory experience.
- Valid California driver's license and evidence of insurance.



KNOWLEDGE OF:

- Planning, organization and direction of the maintenance and repair activities of facilities.
- Construction, engineering, architecture and maintenance management regulations and processes.
- Building codes and other applicable laws, codes, regulations, policies and procedures.
- Custodial practices and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, organize, control and direct the maintenance and repair of school buildings, grounds and associated equipment.
- Operate machinery, small hand tools.
- Develop and administer contracts for minor school construction projects.
- Supervise and evaluate the performance of assigned staff.
- Assure compliance with safety practices and various code requirements.
- Understand blueprints and schematic drawings.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned operations and activities.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Continuous hand-eye coordination and manipulation of large and small objects.
- Continuous use of hands and fingers.
- Frequent lifting of objects weighing up to thirty (30) pounds.
- Frequent sitting, standing and walking.
- Frequent bending, reaching and stretching.
- Frequent pushing, pulling and dragging.
- Frequent kneeling, crouching and squatting.
- Occasional climbing and balancing.
- Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.



Tehama County Department of Education
Director, Maintenance & Operations

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APPROVED

Print Name: Noelle DeBortoli Title: Executive Director, Human Resource Services

Signature: Noelle DeBortoli

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