

JOB DESCRIPTION
Tahoe Truckee Unified School District

DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS

Purpose Statement

The Director of Facilities Maintenance and Operations role is for the purpose/s of supervising, planning, coordinating, implementing, directing and maintaining the maintenance, repair and alteration of district's buildings and grounds; serving as the district representative in planning, developing and remodeling facilities and new construction; and overseeing the district safety plan ensuring facilities are in compliance with legal requirements.

Essential Functions

- Coordinates a variety of programs and/or activities for the purpose of ensuring availability of facilities/equipment and/or delivering services in conformance with established guidelines
- Coordinates schedules and special event operations for the purpose of ensuring required facilities preparation
- Develops long and short range plans/programs for the purpose of planning for future facilities needs and ensuring that district resources are effectively utilized
- Directs department functions for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized
- Directs the District Operations Supervisor as it pertains to daily custodial and grounds activities
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently, specifications for major capital improvements are within local/state/federal regulations, and approving inspection reports and payment requests
- Manages a wide variety of programs for the purpose of ensuring district compliance with state, federal and/or county regulations
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions
- Performs personnel functions (i.e. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget
- Presents information (i.e. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services
- Develops and administers the capital and operating budgets for the department
- Serves as district liaison to the Office of State Architect, Office of Local Assistance, and other state and local agencies with respect to construction, maintenance, safety, and environmental issues
- Pursues State funding, grants, or other funding opportunities for new construction or Modernization of facilities
- Serves as the District's environmental impact officer pursuant to the California Environmental Quality Act
- Works in conjunction with District's Legal Counsel and prepares and administers the District's construction and renovation contracts

- Directs the Coordinator of Maintenance to ensure the proper repair and upkeep of facilities and equipment, a system of preventive maintenance and emergency service work, and the training of maintenance personnel
- Develops working agreements with other public agencies and organizations
- Ensures continued monitoring and assessment of the District's facilities
- Directs the District's energy conservation program
- Other related duties as assigned

Other Functions

- Oversees and guides the focus of the District Wide Safety Committee and the activities of the Site Safety Committee
- Oversees the development, reviews, and updates of the Comprehensive Safe School Plans
- Oversees the training for staff in the emergency management and disaster preparedness protocol
- Coordinates the organization, staffing, and operational activities for the Facilities, Maintenance, and Operations Department including facilities, building and equipment maintenance, custodial, and grounds maintenance operations
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Facilities, Maintenance, and Operations Department; identifies resource needs; recommends and implements policies and procedures
- Assists in the development and maintenance of District policies and regulations regarding school facilities
- Informs and coordinates with school principals and appropriate staff at all facilities and plans department activities on school sites
- Coordinates and participates in the design and application of engineering and architectural plans and specifications for the construction, remodeling, modernization, and maintenance of district facilities and grounds
- Prepares and reviews labor and cost estimates for construction, maintenance, and repair work
- Supervises and coordinates hazardous materials, asbestos, and safety programs and responds to emergency calls

Job Requirements & Skills

KNOWLEDGE of operational characteristics, services, and activities of a comprehensive maintenance and operations program; the Facilities Master Plan Process and modernization and new construction building programs; materials, methods, practices, tools, and equipment used in a variety of mechanical, technical, and building trades, building and grounds maintenance, vehicle and equipment maintenance, and repair work; principles and practices of engineering applicable to school construction, remodeling, rehabilitation, maintenance, and repair; occupational hazards and standard safety practices necessary in the assigned area of work; principles of budget preparation and control; principles of supervision, training, and performance evaluation; pertinent Federal, State, and local laws, codes, and regulations including the sections of Uniform Building Code affecting the construction, modification, and repair of school buildings and applicable sections of the Education Code and Public Contract Code; effective written and oral communication using correct English and grammar skills; planning, organizing, supervising and reporting short and long term maintenance and capital programs; California Public Contract Code and bidding and contracting requirements for K-12 school districts; funding resources for school facilities including the School Facilities Program.

ABILITY to work independently; high degree of self motivation; prepare and interpret plans and specifications; review the design and layout of school building alterations and evaluate construction projects; perform inspections of school structures and construction; read, interpret and apply a wide

variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; analyze cost data and statistical information for the development of administrative controls and records; direct, coordinate, inspect and supervise maintenance, grounds, custodians, and construction projects; prepare written estimates concerning labor and material costs; respond to requests and inquiries from the public; perform a wide range of professional, administrative, advocacy and liaison duties involved in facility maintenance and construction process; work effectively with district administrators and representatives of a wide variety of public agencies, community groups and private industry; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

Minimum of five years of responsible experience in building maintenance, construction and engineering including three years of supervisory experience

Certificates & Licenses:

Valid Drivers License

Education:

BS/BA Degree with major coursework in construction engineering, architecture, industrial technology or a related field. Additional experience may be substituted on a year by year basis

Clearances:

DOJ/FBI Fingerprint Clearance
TB Clearance

Required Testing

Successful Completion of Pre-Employment Process

Supervision:

Executive Director of Business Services

Additional Qualifications

Ability to travel to other sites/locations
Excellent analytical, critical thinking and judgment skills

Salary Grade:

Classified Management 101

Continuing Education/ Training

Training attendance at workshops as appropriate
Continuing education and training to meet job related industry standards

Work Year:

227 Days