



CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

Job Class Description

<u>DIRECTOR - FACILITIES, MAINTENANCE, & OPERATIONS</u>			
DEPARTMENT/SITE:	Facilities, Maintenance, and Operations	SALARY SCHEDULE:	Classified Administrators'
		SALARY RANGE:	09
		WORK YEAR:	12 Months (260 Days)
REPORTS TO:	Assistant Superintendent of Business Services or assigned designee	FLSA:	Exempt

BASIC FUNCTION:

Plan, organize, control, and direct the facilities, maintenance, and operations functions of the District; oversee and coordinate major maintenance and construction projects; supervise and evaluate the performance of assigned personnel. The incumbent in this classification assists in supporting students by providing leadership to the department to ensure safe and healthy classrooms, work environments, and grounds/play surfaces for staff and students which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Plan, organize, control, and direct the facilities, maintenance, and operations functions of the District; ensure that ongoing maintenance and repair activities on District facilities and grounds comply with department standards of quality, priority, and budget; establish, maintain, and update departmental operating policies and procedures.

Communicate with site administrators to ensure facilities, maintenance, and operations requirements are being fulfilled; review and assign work orders and review completed assignments as necessary.

Train, supervise, and evaluate the performance of assigned personnel; assist department Supervisors in resolving employee performance deficiencies; review personnel evaluations for maintenance and operations staff.

Oversee and coordinate new construction projects; provide specification information to architects and engineers and review submitted specifications and plans; hire and oversee outside building inspectors as required; consult with outside contractors on job-related questions and problems; certify work progress and final payments.

Plan and coordinate remodeling projects; review remodeling specs and plans; provide direction regarding budget and schedule.

Direct the custodial and groundskeeping functions of the District; ensure standards of quality and priority are met.

Develop and coordinate the deferred maintenance program for District buildings and grounds; ensure compliance with the Office of Public School Construction to ensure the District's funding qualification; maintain a District-wide project priority list for qualifying deferred maintenance construction projects.

Ensure the District's asbestos abatement projects and management plan are in compliance with Federal Asbestos Hazard Emergency Response Act (AHERA) guidelines.

Direct a program for effective energy use including internal facilities inspections and surveys to maximize conservation; identify and specify energy-efficient building systems to minimize utility expenses; work with outside agencies and consultants to ensure the District's participation in utility rebate and incentive programs.

Develop and prepare the annual preliminary budget for the Facilities, Maintenance, and Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Direct the work of various consultants, architects, and contractors related to facilities planning and construction.

Coordinate and monitor facilities, maintenance, and operations services to ensure compliance with established safety and sanitation standards, guidelines, and regulations; implement safety standards; evaluate safety and sanitation systems and hazards, standards, and procedures; modify standards, guidelines, policies, and procedures as appropriate.

Operate a computer and other office equipment as assigned.

Drive a vehicle to various sites to conduct work.

Manage the use of facility requests, collection of fees for facility rentals, and coordinate with outside entities (e.g. charter schools, youth sports, city/county, and churches).

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.

Attend and conduct a variety of meetings as assigned; attend Governing Board meetings.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of facilities, maintenance, and operations activities.

Principles, methods, procedures, and legal requirements related to maintenance of facilities and grounds and the construction of facilities.

School Construction Bond program requirements.

Cost estimates and specifications.

Requirements of maintaining buildings in a safe, clean, and orderly condition.

District organization, operations, policies, and objectives.

Budget preparation and control.

Principles and practices of administration, supervision, and training.
Applicable laws, codes, ordinances, regulations, policies, and procedures.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.
Correct English usage, spelling, grammar, and punctuation.
Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Plan, organize, control, and direct the facilities, maintenance, and operations functions of the District.
Coordinate the flow of communications between administrators, personnel, and outside organizations.
Estimate time and material needs for major maintenance, operations, and facilities projects.
Collect, organize, and analyze data.
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.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Work effectively, both independently and as a member of a team.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports and files related to assigned activities.
Consider a variety of factors when using equipment.
Adhere to safety practices.
Read and process a variety of manuals, and write documents following prescribed formats.
Interview, select, train, supervise, and evaluate the performance of assigned personnel.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a bachelor's degree in business administration, industrial Engineering, or related field and eight (8) years of increasingly responsible experience including three (3) years in a supervisory capacity in a similar-sized organization in the field of maintenance and/or operations.

LICENSES AND OTHER REQUIREMENTS:

Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment; site visits to assess facilities before, during, and after construction.
Seasonal heat and cold or adverse weather conditions.
Subject to fumes, dust, and odors.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person, telephone, and make presentations.
Seeing to read and perform primary functions of classification and view computer screens.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Walking over rough or uneven surfaces to conduct inspections.

Kneeling, bending at the waist, and reaching overhead, above shoulders, and horizontally to retrieve and store files and supplies.

The majority of work is light to medium and may require lifting or moving up to 50 pounds.

Use of ladders to inspect work sites.

HAZARDS:

Occasional exposure to working near moving mechanical parts, electrical power supply and high voltage, poor ventilation, biohazards, fumes, chemicals, solvents, dust, dirt, odors, loud noise, and vibrations.

Traffic hazards.

Working from heights.

CLEARANCES:

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

JOB CLASS HISTORY

Approved GB: 06/11/96 P.C.: 06/27/96; (Prev: Director Fac, Purch, Warehouse, Fac.; Maint & Ops Director; Dir Maint & Ops 06/01; title rev. Director, Fac, Maint & Op 04/07); Reallocated (Ewing) 6/13

Revised: 11/24 (EH&A / MGT Consulting) / GB: 05/13/2025; PC 03/27/2025