

# Sweetwater Union High School District

## DIRECTOR OF MAINTENANCE

### Purpose Statement

The job of Director of Maintenance is done for the purpose/s of planning, scheduling and directing the maintenance, alteration, and repair of school district buildings, facilities, grounds, and equipment; providing administrative and technical staff assistance to the Assistant Superintendent of Facilities and Operations; and ensuring optimal utilization of personnel and other resources.

### Essential Functions

- Receives general direction from the Assistant Superintendent of Facilities and Operations.
- Exercises direct supervision over maintenance services staff and technical supervision over site custodial and gardening staff.
- Plans, schedules, and directs a program for the maintenance, alteration, and repair of buildings, grounds, and equipment; prioritize repair projects; assign work activities, projects and programs and regulate work flow.
- Provides for the operation of school plants in accordance with district standards.
- Coordinates and plans renovations, alterations, and additions; assists in the preparation of plans and specifications; confers with architects and others on building alterations and remodeling; reviews new construction plans and prepares recommendations as to maintenance and operations implications.
- Develops the five-year deferred maintenance plan, and maintains a preventive maintenance program for buildings, grounds, and equipment; and develops, coordinates, and maintains the deferred maintenance program for buildings and grounds.
- Develops and directs a program for inspection of districtwide facilities and grounds on a regular basis to determine maintenance needs and repairs and to comply with the district illness/injury program; assists in investigations concerning property and liability losses.
- Provides for districtwide compliance with local, state, and federal regulations related to maintenance and operations activities.
- Coordinates and supervises maintenance project with the Office of Compliance for purposes of Title IX compliance.
- Collaborates with others (e.g. District personnel, community organizations, city/county/state and federal agencies, etc.) for the purpose of implementing and maintaining services and/or programs.
- Researches new products, laws, regulations, etc. for the purpose of ensuring District compliance, recommending purchases/contracts and maintaining district wide services.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides for the detection, identification, classification, containment, assessment, and removal of hazardous materials.
- Directs programs for effective energy use; direct and maintain an ongoing program of site surveys and inspections to maximize energy conservation.
- Provides for the in-service training of maintenance, custodial, and gardening personnel.
- Selects, supervises, trains and evaluates assigned staff; provides input into evaluations of site custodial and gardening staff; work with employees to correct deficiencies and implement discipline procedures as necessary.
- Prepares and recommends the maintenance department budget; administers the approved departmental budget.

- Develops and recommends new or revised policies, procedures, rules, regulations and schedules to improve safety, security, and cost effective delivery of services.
- Develops, directs, and approves various reports, and furnishes technical advice and information as needed.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring an efficient and effective work environment.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: application of pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.

ABILITY is required to organize a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and cultural backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

#### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under a generally hazard free environment.

#### **Education/Experience**

Any combination of experience, training and education that would likely provide the required knowledge and abilities is qualifying. A typical way of obtaining the knowledge and abilities would be with four (4) years of increasingly responsible supervisory experience of skilled and unskilled craft/trade activities in the maintenance and repair of buildings, grounds, and equipment; and/or a Bachelor's degree from a recognized college or university with major course work in architecture, business administration, public administration, engineering, or related field.

**Required Testing**

None Specified

**Continuing Educ./Training**

None Specified

**Certificates**

Valid California Driver's License

**Clearances**

Pre-placement Physical Exam; TB Clearance; and  
Criminal Justice Fingerprint/Background  
Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." *SUHS Board Policy 0410*

*Management Job Description  
Revised BOT 6/25/18*

*Salary Range 5*