

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MAY 2012
SALARY SCHEDULE # 92
CLASSIFIED ADMINISTRATIVE - OVERTIME EXEMPT
CODE: 1, 2, 3, 6, 8**

DIRECTOR I - MAINTENANCE AND OPERATIONS

DEFINITION

Under supervision of the Administrator of Maintenance Operations and Transportation or the designated Administrator, will plan, organize, control and direct operations and activities involved in the inspection, cleaning, maintenance and repair of Kern County Superintendent of Schools (KCSOS) buildings, facilities, grounds, warehouse and equipment; coordinate and direct personnel, projects and resources to meet KCSOS needs and assure smooth and efficient department activities; supervise and evaluate the performance of assigned personnel.

EXAMPLES OF DUTIES

Plan, organize, control and direct operations and activities involved in the inspection, cleaning, maintenance and repair of KCSOS buildings, facilities, grounds and equipment; establish and maintain related priorities and time lines; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures;

coordinate and direct communications, personnel, projects and resources to meet KCSOS needs and assure smooth and efficient Department activities; confer with staff and administrators regarding custodial, maintenance, construction and repair projects, activities, progress and related needs and issues; receive, prioritize and coordinate response to requests and work orders;

supervise and evaluate the performance of assigned personnel; interview and select employees per the Rules of the Personnel Commission and recommend transfers, reassignment, and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements;

plan, schedule, develop and implement cleaning, installation, maintenance, repair and enhancement projects; monitor, assess and modify activities in response to project progress; inspect completed work for accuracy and compliance with established standards, requirements and procedures;

estimate and assure adequate personnel, material and equipment levels needed for assigned functions; compile and prepare cost estimates; research and coordinate the purchase of equipment and supplies as needed; direct and monitor the bidding process for major maintenance and repairs; evaluate bids and select vendors and contractors for materials, equipment, maintenance and repairs;

coordinate and direct the maintenance and repair of Office buildings, facilities and equipment including tasks in plumbing, carpentry, electrical work, HVAC, glazing, welding and painting; assure proper replacement of defective parts and components; oversee the troubleshooting, diagnosis and resolution of utility malfunctions; direct the installation of new equipment and systems;

direct activities to assure organizational facilities are cleaned and maintained in a safe and orderly condition; schedule and direct preventative maintenance functions; coordinate response to emergency custodial and maintenance needs;

plan, organize and direct grounds maintenance activities involved in the beautification of grounds and landscaped areas; coordinate the mowing, edging, trimming and watering of lawns, fields and other turf grounds; oversee planting, cultivation, pruning, fertilization and irrigation functions;

direct the inspection of District building, grounds and facilities to identify maintenance and repair needs; coordinate and participate in inspection programs and activities to assure proper identification and resolution of fire, safety, security and health hazards;

direct warehouse activities to include basic warehouse functions, truck mail, Office mail pickup, delivery and postage, assist with inventory management in conjunction with KCSOS internal business personnel and make recommendations to the assigned administrator regarding any improvements, change of services or operational concerns;

direct the energy conservation efforts of all KCSOS sites and make necessary studies and recommendations to assure the Office is not over consuming any utility in accordance with the studies or average building usage/square foot calculations;

develop and prepare the annual preliminary budget for maintenance and operations functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations;

direct and participate in the preparation and maintenance of various records and reports related to maintenance, repairs, work orders, projects and assigned activities;

communicate with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns;

operate standard office equipment including a computer and assigned software; drive a vehicle to conduct work;

coordinate, attend and conduct various meetings and in-services as assigned;

perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Planning, organization and direction of the operations and activities involved in the inspection, cleaning, maintenance and repair of buildings, facilities, grounds and equipment;

proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, construction, maintenance or repair activities;

requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition;

applicable laws, codes, rules, regulations, policies and procedures;

record-keeping and report preparation techniques;

operation of a computer and assigned software;

policies and objectives of assigned programs and activities;

budget preparation and control;

principles and practices of administration, supervision and training;

oral and written communication skills;

interpersonal skills using tact, patience and courtesy;

operation of a computer and assigned software;

technical aspects of field of specialty.

Ability to:

Plan, organize, control and direct operations and activities involved in the inspection, cleaning, maintenance and repair of buildings, facilities, grounds and equipment;

coordinate and direct communications, personnel, projects and resources to meet needs and assure smooth and efficient Department activities;

supervise and evaluate the performance of assigned personnel;

receive, process and coordinate response to work orders;

coordinate and direct the development and implementation of cleaning, installation, maintenance and repair projects;

inspect projects completed by contractors and personnel for accuracy, completeness and compliance with established standards, requirements and procedures;

estimate and assure adequate personnel, material and equipment levels needed for projects;

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 time lines;

work independently with little direction;

plan and organize work;

direct and participate in the preparation and maintenance of a variety of reports, records and files.

Experience:

Four (4) years of progressively responsible experience in the maintenance and repair of buildings and grounds, including two (2) years of experience in a supervisory capacity.

Education:

Bachelor's degree required.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

11/6/15

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