

JOB DESCRIPTION

JOB TITLE: Director Maintenance/Operations

Report Identification Code = edadmo

Job Purpose Statement/s: The job of "Director Maintenance/Operations" is done for the purpose/s of ensuring that departmental work goals are met; services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; ensuring that jobs are completed efficiently and within regulatory guidelines and project deadlines; and ensuring optimal utilization of personnel and other resources.

Essential Job Functions:

- * **Develops** long and short range maintenance plans/programs, (e.g. emergency response plans, energy management plans, etc.) for the purpose of ensuring that the district's resources are effectively utilized.
- * **Directs** projects (e.g. site repairs/construction, preventive maintenance etc.) for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- * **Evaluates** personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- * **Inspects** repairwork, projects, equipment, work orders, daily maintenance and supplies (e.g. wood, nails, etc.) for the purpose of ensuring that jobs are completed efficiently and within local/state/federal regulations.
- * **Prepares** various documents, (e.g. cost estimates, budgets, reports, time studies, productivity, evaluation reports, contract specifications, etc.) for the purpose of providing necessary information to state/federal agencies and appropriate district personnel and/or developing construction contracts.
- * **Presents** various programs (e.g. safety, maintenance, accident prevention, etc.) for the purpose of informing staff of appropriate procedures and safe practices.
- * **Recommends** new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- * **Solicits** quotations for the purpose of providing cost information, making purchases, and securing items.
- * **Supervises** maintenance, custodial, grounds, and other assigned personnel for the purpose of ensuring that departmental work goals are achieved.

Other Job Functions:

- * **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- * **Attends** various meetings (e.g. trainings, hearings, risk management and safety) for the purpose of addressing liability concerns, providing and receiving information.

Job Requirements - Qualifications:

- * **Experience Required:** Prior job related experience with increasing levels of responsibility including supervision of projects and personnel.
- * **Skills, Knowledge and/or Abilities Required:**

Skills to use the methods, materials, tools and equipment required in facility operations, communicate effectively, problem solve, price and estimate project costs, supervise personnel and projects.

Knowledge of laws and regulations pertaining to building trades, custodial and grounds maintenance within educational settings.

Abilities to sit for prolonged periods, plan and manage projects. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations and visual acuity.
- * **Training Required:** Proficiency in an appropriate trade.
- * **Licenses, Certifications, Bonding, and/or Testing Required:** Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance.

SUMMARY OF PHYSICAL DEMANDS RATINGS

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The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

1. STRENGTH:

- A. Standing 15%
- Walking 15%
- Sitting 70%

- B. Lifting O 50 lbs.
- Carrying O 50 lbs.
- Pushing O 10 lbs.
- Pulling O 10 lbs.

- 2. CLIMBING O
- BALANCING O

- 3. STOOPING O
- KNEELING O
- CROUCHING O
- CRAWLING O

- 4. REACHING F
- HANDLING F
- FINGERING F
- FEELING NP

- 5. TALKING:
- Ordinary C
- Other O
- HEARING:
- Conversations C
- Other Sounds O

- 6. SEEING
- Acuity, Near F
- Acuity, Far F
- Depth Perception O
- Accommodation O
- Color Vision NP
- Field of Vision O

7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 3 (4) (5) (6)
 (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)

8. PHYSICAL DEMAND COMMENTS: Examples of reaching/handling/fingering are operating computer, telephone, handling blue prints, papers and reports. Drives between locations.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

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The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the Job Environment
S = Seldom - Under 5% of Work Day
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 80% Outside 20%

2. EXTREME COLD NP

3. EXTREME HEAT NP

4. WET/HUMID NP

5. NOISE (IN DECIBELS) 65 decibels
VIBRATION S

Comments Regarding "Vibrations" = Driving

6. HAZARDS:

Mechanical S
Explosives NP
Electrical S
Radiant Energy NP
Burns NP
Other Hazard/s O

Comments Regarding "Mechanical" = Inspecting equipment
Comments Regarding "Electircal" = Inspecting electrical repairs
Comments Regarding "Other Hazards" = Asbestos inspection

7. ATMOSPHERIC CONDITIONS:

Fumes S
Mists NP
Odors NP
Gases NP
Dusts O
Poor Ventilation S
Other Atmospheric Hazards S

Comments Regarding "Fumes" = Paint
Comments Regarding "Dusts" = Machine rooms, outdoors
Comments Regarding "Other" = Smog

8. PROTECTIVE CLOTHING - DEVICES:

9. E. C.SUMMARY: Outside Work 2 3 4 5 6 7 Numbers encircled by () indicate significant involvement of factors enumerated and rated above.

10. SUMMARY ENVIRONMENTAL COMMENTS: Exposures are generally limited to driving and inspecting buildings hazards/conditions such as smog, paint fumes and asbestos removal.