

DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS	1938
DEPUTY DIRECTOR OF FACILITIES MAINTENANCE AND OPERATIONS	3113

#### DEFINITION

Plans, organizes, directs, and coordinates the activities of the Maintenance and Operations Branch in the maintenance, repair, and improvement of District facilities and equipment. The Deputy Director of Facilities Maintenance and Operations assists in the management of the branch and acts for the Director as required.

#### TYPICAL DUTIES

- Provides general direction for the Maintenance and Operations branch in District-wide maintenance, repair, and operations services, including buildings, equipment, and grounds.
- Directs, coordinates, and reviews studies to research, forecast, and evaluate materials, needs, and services; replacement requirements; manpower needs; and the cost effectiveness of programs, equipment, and procedures.
- Develops, implements, and/or recommends policies for maintenance and operations programs and monitors progress.
- Directs and coordinates the preparation of plans and specifications for contract work.
- Coordinates with the eco-sustainability office to analyze and monitor energy consumption and cost savings initiatives.
- Directs and participates in the preparation of the Branch budget and the planning and control of expenditures.
- Directs and participates in personnel management activities, including training, safety, employee evaluation, and discipline.
- Represents the Facilities Services Division before the Board of Education and in inter-divisional meetings and participates in the development of District plans for a wide variety of subjects.
- Coordinates Branch plans, activities, and data with those of other branches and divisions.
- Directs the establishment and maintenance of records and the preparation of reports.
- Assures that supervisory personnel carry out their responsibilities in accordance with law, rules, policies, and the provisions of labor contracts.
- Meets with or addresses a variety of groups, including employees, school administrators, Local District Superintendents, advisory councils, and officials of public agencies in regard to Branch plans and activities.
- Contacts or responds to representatives of public agencies, contractors, vendors, employee organizations, and others.
- Directs Branch responses to civil emergencies, such as fires and floods.
- Performs related duties as assigned.

#### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Facilities Maintenance and Operations manages the maintenance and operations activities of the District. The Deputy Director of Facilities Maintenance and Operations directs the activities of central maintenance and operation services and assists with the District-wide administration and coordination of special projects, long-range planning, operational planning, and control of standards for facilities, equipment, tools, and materials.

The Chief Facilities Executive is the administrator responsible for the District's facilities construction and school utilization programs, the management of District properties, and the maintenance of building and grounds.

The Deputy Chief Facilities Executive assists in the overall administration and management of District facilities and acts for the Chief Facilities Executive in case of absence.

A Regional Facilities Director provides managerial oversight to an assigned geographic region and, in conjunction with higher management, coordinates maintenance, operations, and construction-related activities.

## SUPERVISION

The Director of Facilities Maintenance and Operations receives administrative direction from the Chief Facilities Executive and the Deputy Chief Facilities Executive, and exercises administrative direction over lower-level management personnel. The Deputy Director of Facilities Maintenance and Operations receives administrative direction from the Director of Facilities Maintenance and Operations and exercises administrative direction over lower-level personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Current practices, processes, and materials utilized in the maintenance and repair field, including construction, installation, and maintenance of school buildings and grounds facilities
- Building trades and building materials ordinarily used in repair, maintenance, and capital outlay work
- Practices, processes, and materials utilized in the custodial, pest management, gardening, and tree maintenance fields
- Sustainability practices, including assessing energy usage and conservation measures
- District standards and legal provisions governing school building construction, maintenance, budgeting, and finance
- Local and State building codes and safety regulations
- Basic District personnel rules, regulations, practices, and policies
- Principles of contract law, public purchasing, research, cost analysis and control, budgeting, accounting, and merit system personnel administration
- Procedures and techniques of operations analysis and records management
- Principles of public relations
- Pertinent sections of District collective bargaining agreements
- Characteristics of school, shop, and office equipment and the specialized crafts required for their maintenance

### Ability to:

- Plan, direct, and coordinate maintenance, repair, and capital outlay programs for school buildings, grounds, and equipment
- Work effectively with school and business officials
- Direct the supervision of a large number of personnel in a variety of functions
- Express policies, regulations and other matters clearly and concisely in writing and orally
- Analyze and interpret computerized management information reports, and evaluate the effectiveness of programs, procedures, and plans
- Estimate materials and labor costs

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in architecture, engineering, facilities management, planning, construction management, business

or public administration. Courses in business administration, public relations, maintenance planning, accounting, school finance, personnel management, and communications are preferable. A graduate degree in any subject is preferred.

Experience:

Director of Facilities Maintenance and Operations:

Ten years of management experience overseeing facilities management activities, including responsibility for planning, coordinating, and executing capital maintenance and repair projects, or facilities maintenance, or facilities operations, or any combination of these areas. The following work experience is preferable:

- Experience with LEED certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with MAXIMO or an equivalent maintenance management system

Deputy Director of Facilities Maintenance and Operations:

Eight years of management experience overseeing facilities management activities, including responsibility for planning, coordinating, and executing capital maintenance and repair projects, or facilities maintenance, or facilities operations, or any combination of these areas. The following work experience is preferable:

- Experience with LEED certified projects and/or the Collaborative for High Performing Schools (CHPS)
- Experience with MAXIMO or an equivalent maintenance management system

Special:

- A valid Certificate of Registration as a Professional Engineer by the California State Board of Registration of Professional Engineers and Land Surveyors is preferable.
- A valid California driver's license, to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

SPECIAL NOTE

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is responsibly related to existing duties.

Revised  
10-17-24  
CP

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