

## **Madera Unified School District Classified Job Description**

### **Director - Maintenance and Operations**

#### **Purpose Statement**

The job of Director - Maintenance and Operations was established for the purpose/s of supporting the educational process with specific responsibility for directing maintenance, custodial and grounds services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Deputy Superintendent.

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#### **Essential Functions**

- Acts as the District representative to architects, engineers, contractors and governmental agencies for all construction related activities for the purpose of ensuring that jobs are completed efficiently, specifications are within regulatory requirements, and approving inspection reports and payment requests.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Develops long and short term plans and activities including recommendations for the allocation and prioritization of resources for the purpose of documenting activities, providing written reference, and/or conveying information.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of providing services within established timeframes and in compliance with related requirements.
- Monitor and review all existing and proposed laws for the purpose of ensuring district compliance with established guidelines.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.



- Prepares reports for the Superintendent and Board of Trustees for the purpose of providing advice and evaluation in the areas of responsibility.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.

### **Other Functions**

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

### **Job Requirements:**

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

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies 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-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; organization and direction of facilities management and planning activities; principles and practices of management; personnel processes; and standard business practices.

ABILITY is required to schedule 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 and similar processes; and operate equipment using a variety of 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. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, 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.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

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

### **Minimum Qualifications**

**Experience:** Five years of increasingly responsible experience in the maintenance and construction of buildings, grounds, and facilities including supervisory responsibility.

**Education:** Bachelors degree or higher from a nationally accredited college or university, in the field of industrial technology, or related field.

#### **Required Testing**

Pre-employment Proficiency Test

#### **Certificates**

TI Certification; AHERA Certification  
Water Distributor's Certificate  
Valid CDL

#### **Continuing Educ./Training**

Maintain Certifications

#### **Clearances**

Criminal Justice  
Fingerprint/Background Clearance  
TB Clearance

#### **FLSA Status**

Exempt

#### **Approval Date**

#### **Salary Range**

Classified Management Salary Schedule – Range 30