

**SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Director I, Maintenance and Grounds	REPORTS TO:	Assistant Superintendent
DEPARTMENT:	Service Center—	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	12 months
BOARD APPROVAL:	January 29, 2013	SALARY:	Range A1; Tier IV,
REVISED:	June 12, 2018		Management Salary Schedule

SUMMARY DEFINITION: Under general supervision this position has the primary responsibility of the day-to-day operations of assigned maintenance and grounds programs. Oversees the design, development, revision, implementation and monitoring of the District’s deferred maintenance program and other long-range ongoing and preventative maintenance plans and programs for sites, buildings, systems, vehicles and equipment as they relate to maintenance and grounds. Directly responsible for assigned budgets and programs. Plans, organizes, controls, directs and supervises the District's Maintenance and Grounds activities and construction repair, renovation, and special projects assigned to the maintenance and grounds staff; prioritizes, schedules and assigns daily work; trains, supervises and evaluates the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E= Essential Functions

Assures that all responsibilities of assigned services are carried out effectively and efficiently. **E**

Develops, revises, implements, and monitors the District’s Maintenance Program. **E**

Develops and organizes long-range, on-going, and preventive maintenance plans and programs for sites, buildings, vehicles, and equipment, including procedures for receipt and assignment of maintenance work orders and for equipment maintenance and replacement programs and reports the status to the Assistant Superintendent. **E**

Administers assigned budgets; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines; utilizes computer software programs to accomplish budget management and report on budget activities to the Assistant Superintendent. **E**

Develops and make recommendations to the Assistant Superintendent of building maintenance and grounds keeping equipment replacement programs. **E**

Assists site administrators with resolution of issues. **E**

Works effectively with the Board of Trustees, community members, District staff, consultants, city and county officials and other representatives of public or private agencies. **E**

Communicates effectively with the public through various media both orally and in writing; serves as District spokesperson for maintenance and grounds. **E**

Maintains an appropriate system of records for the District’s Maintenance and Grounds programs, including work order systems, cost analyses and controls. **E**

Director I – Maintenance and Grounds - Page 2

Administers the expenditure of capital Maintenance and Grounds funds. Develops and prepares applicable budgets; analyzes and reviews budgetary and financial data with the Assistant Superintendent; monitors and authorizes expenditures in accordance with established guidelines; utilizes computer software programs. **E**

Attends various meetings within the District and community, including, but not limited to, meetings of the District Board of Trustees when matters relating to Maintenance and Grounds are before the Board; and, when appropriate, all federal, state, local and professional association meetings directly related to areas of responsibility. **E**

Administers equipment acquisition and disposal of surplus materials and equipment. **E**

Coordinates the Maintenance and Grounds programs with community partners, joint user groups and District departments and school sites. **E**

Establishes and maintains a close working relationship with the City Law Enforcement, Fire Prevention, City Planning and Maintenance Departments, as well as other Federal, State and local agencies. **E**

Supervises and evaluates the performance of assigned staff; interviews, selects and trains employees and recommends transfers, reassignment, termination and disciplinary actions. **E**

Develops and administers schedules and work assignments for staff. **E**

Plans, coordinates and arranges for the appropriate evaluation and training of staff, including in-service training and work safety programs. **E**

Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, parents and the general public.

Other related duties as required.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience equivalent to:

- Bachelor's degree in Business Administration, Public Administration, Engineering, Architecture, Construction Management, or related field;
- Six years of progressively responsible experience in the building construction, preferably with emphasis in school or public projects, and at least three years in a supervisory capacity with workers in the trades field related to building construction;
- Technical experience in building construction work with management or supervisory experience may be considered in determining college equivalency.
- Previous experience in public school district management of maintenance, grounds, and/or operations preferred.

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License.

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer and use Microsoft Office XP or higher, databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs

Director I – Maintenance and Grounds - Page 3

for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations. Ability to competently and safely use construction tools and equipment and train employees in same.

KNOWLEDGE AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Maintenance and Grounds Department functions and responsibilities.
School maintenance regulations, practices and procedures, including relevant District, City, County, State and Federal laws and codes.
Terms, practices and procedures used in the planning, design, construction, rehabilitation, remodeling, and maintenance of school buildings and facilities.
Principles and practices of effective supervision and personnel management.
Organization and direction of related management and planning activities.
Health and safety rules and regulations
Oral and written communication skills in English
Technical aspects in field of specialty.
Budget preparation and control, including electronic record-keeping techniques.
School funding sources and application submission procedures and requirements.
Diagnostic techniques and equipment troubleshooting methods.
Inventory methods and practices.
Long range planning methods and project coordination.
Principles, practices and procedures for turf rehabilitation, pest controls, and irrigation management systems.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4219.21, Code of Ethics for Classified Employees.
Analyze problems, develop effective action plans with the ability to motivate and delegate to teams or individuals.
Determine priorities and supervision of maintenance and grounds assuring safety and security is adhered to.
Communicate with responsible agencies at all levels of local, state and federal government.
Establish and maintain effective working relationships with District staff and other contacts in the course of work.
Perform professional, administrative, advocacy and liaison duties involved in maintenance and grounds, and in the planning process.
Assist with District efforts toward securing funds for projects involving assigned areas.

Prepare and present clear, concise, accurate and comprehensive narrative and statistical reports
Interpret, apply and explain applicable rules, regulations, policies and procedures
Communicate effectively with the public through various media both orally and in writing.
Communicate effectively with vendors and support personnel regarding equipment problems.
Analyze situations accurately and adopt effective remedies; devise and implement an appropriate course of action.
Use appropriate judgment in diverse and emergency situations.
Meet schedules and timelines.
Work independently with little direction.
Plan and organize work.
Supervise and evaluate the performance of assigned staff.
Understand, provide and follow oral and written instruction in English.

LANGUAGE SKILLS:

Ability to read, write, hear and speak in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals including policies and procedures and equipment manuals; to write routine draft instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

