

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

<b>TITLE:</b>	<b>Director II – Maintenance and Safety Services</b>	<b>REPORTS TO:</b>	<b>Assistant Superintendent</b>
<b>DEPARTMENT:</b>	<b>Service Center</b>	<b>CLASSIFICATION:</b>	<b>Classified Management</b>
<b>FLSA:</b>	<b>Exempt</b>	<b>WORK YEAR:</b>	<b>12 months</b>
<b>BOARD APPROVAL:</b>	<b>January 29, 2013</b>	<b>SALARY:</b>	<b>Range D1; Tier IV Management Salary Schedule</b>

**SUMMARY DEFINITION:** Under general supervision this position has the primary responsibility for the day-to day operations of assigned maintenance programs. Oversees the design, development, implementation, training and administration of policies, procedures, processes and programs that involve school site safety, Emergency Management and Response Services (ERMS), Occupational Safety and Health Administration (OSHA) compliance, and Hazardous Materials and Toxic Waste program District-wide. Prioritizes, schedules and assigns daily work; trains, supervises and evaluates the performance of assigned personnel.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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**

Designs, implements, administers and maintains District initiatives regarding school site safety, district-wide emergency management and response services (ERMS), and training activities for District personnel. Acts as liaison for the District with all emergency management services agencies including the Office of Emergency Services (OES), Red Cross, San Ramon Valley Fire Protection Agency, police agencies of the San Ramon Valley, Contra Costa County, and State of California, and the Federal Emergency Management Association (FEMA). **E**

Designs, implements, administers and maintains District-wide Hazardous Materials and Toxic Waste Programs, Asbestos Management Programs and other safety related programs, and training activities for District personnel. Acts as liaison with the Environmental Protection Agency (EPA), Occupational Safety and Health Administration (OSHA), County, State and Federal agencies; and contractors for collection of hazardous waste at District sites. **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**

Performs cost analysis and administers the Districts energy management programs. Acts as Liaison with utility companies and contractors. **E**

Assists site administrators with resolution of related 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**

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

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

Maintains an appropriate system of records for assigned programs, including cost analyses and controls. **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**

Coordinates assigned programs with the Facilities Development. **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 and selects employees and oversees transfers, reassignment, termination and disciplinary actions in coordination with the Human Resources department. **E**

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

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

Other related duties as required.

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.

**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.
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**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 recent, progressively responsible experience in the building construction or related field, preferably with emphasis in school or public projects, and at least five years of which are in a supervisory capacity with workers in the trades field related to building construction;
- Three years recent experience overseeing Emergency Preparedness, OSHA Compliance and Haz-Mat programs;
- Technical experience in planning maintenance work with management or supervisory experience may be considered in determining college equivalency.
- Previous experience in public school district management of the programs this position has oversight.

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

**TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:**

Proficient ability to use a personal computer and use software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

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

**KNOWLEDGE OF:**

The functions and responsibilities of assigned area as described in the essential duties.  
Regulations, practices and procedures, including relevant District, City, County, State and Federal laws and codes that pertain to all assigned areas as described in the essential duties.  
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  
Budget preparation and control, including analysis and reporting methods and 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.

**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 assigned staff 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 with assigned areas of supervision.  
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 clearly and effectively with the public through various media both orally and in writing.  
Communicate clearly and effectively with vendors and support personnel.  
Analyze situations accurately and adopt effective remedies; devise and implement 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 managers and support 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 and regulations, operating and maintenance instructions and procedure manuals including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:** The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS:**

Indoor and outdoor working environment; driving a personal or District vehicle to conduct business; constant interruptions; seasonal heat and cold and adverse weather conditions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard and other department related tools and equipment; seeing to inspect job sites, read, prepare, and proofread drawings, diagrams, schematics, and related documents and view computer monitors; hearing and speaking to exchange information in person, on the telephone and to make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; climbing ladders and working from heights; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies; walking over rough or uneven surfaces at construction sites and during inspections.

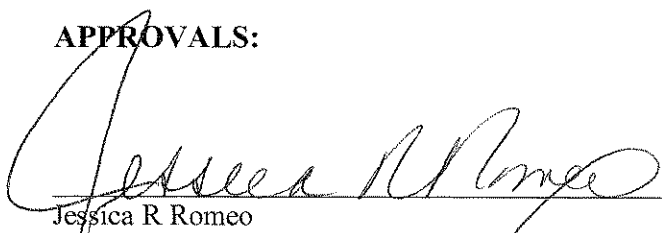
**HAZARDS:**

Working in and around hard-hat construction sites and in areas where renovation and repair work is being performed. Working around moving parts and equipment and construction vehicles and equipment. Exposure to chemicals, fumes or gases; working around machinery having moving parts in the maintenance shop and during inspections; working around moving vehicles.

**OTHER QUALIFICATIONS:**

Must successfully pass the District’s pre-employment fingerprinting and TB testing.

**APPROVALS:**

  
Jessica R Romeo  
Assistant Superintendent, Human Resources

February 12, 2013  
Date

  
Mary C Shelton  
Superintendent

2/14/13  
Date