
Position:	Manager of Maintenance	FLSA:	Exempt
Department/Site:	Maintenance and Operations	Salary Grade:	40
Reports to/Evaluated by:	Director of Plant Operations	Salary Schedule:	Classified Management

SUMMARY

Supervises, plans and coordinates the activities and operations of the Building Maintenance Division within the Plant Operations Department. Coordinates assigned activities with other divisions, outside agencies and the general public. Provides highly responsible and complex staff assistance to the Director of Plant Operations.

NATURE AND SCOPE

Senior level management position responsible for the efficient and effective performance of approximately 39 department employees at 32 school sites comprising approximately 2.6 million square feet of building space. Responsible for applying an extensive seasoned knowledge of building maintenance and operations program management. Operates with considerable latitude for independent action and decision making. Activities are reviewed for adequacy of professional judgment, compliance with District and Department policies and achievement of results consistent with District goals and objectives. Has budgetary and administrative responsibility for the department.

ESSENTIAL TYPES OF DUTIES (Examples)

- Coordinates the organization, staffing, and operational activities for Building Maintenance programs including construction, maintenance, repair, and operation of utilities, and heating and cooling systems.
- Participates in the development and implementation of goals, objectives, policies, and priorities for Building Maintenance operations. Identifies resource needs. Recommends and implements policies and procedures.
- Selects, trains, motivates and evaluates Building Maintenance personnel. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline and termination procedures. Makes employment, transfer, promotion, and salary decisions.
- Directs, coordinates and reviews the work plan for Building Maintenance. Meets with staff to identify and resolve problems. Assigns work activities and projects. Monitors work flow. Reviews and evaluates work products, methods and procedures.
- Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements

- Develops and administers the Building Maintenance program budget. Forecasts additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Recommends adjustments as necessary.
- Administers District Safety Program for the Maintenance Department.
- Responsible for the Maintenance Department quality control and for the SAT Planned Maintenance Program.
- Responsible for relocating existing portable classrooms District wide and locating newly purchased portable classrooms.
- Coordinates Building Maintenance operations with those of other divisions and outside agencies and organizations. Provides staff assistance to the Director of Plant Operations. Prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the fields of building maintenance, construction, and repair.
- Assists the Director in the administration of programs involving the maintenance, operation, alteration, and repair of heating, lighting, water treatment, sewage disposal, air conditioning, ventilating and refrigeration systems, and the construction, remodeling, maintenance and repair of buildings, grounds parking lots, athletic facilities, and related equipment.
- Prepares cost, time and labor estimates. Assists in the preparation of plans and bids for major construction projects. Contracts for labor and materials. Manages contracts for the Department.
- Supervises the preventive maintenance program. Provides long range planning in computerized maintenance operations. Assists in planing health and safety programs for the Department.
- Monitors compliance with appropriate laws, codes, and regulations. Monitors, reviews, and implements Asbestos, hazardous materials, and Energy Management Programs.
- Administers the AHERA program and management plan. Performs duties of AHERA Accredited person.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Skills: Requires thorough competency, full seasoning and knowledge of building maintenance and operations. This includes knowledge of complex practices and principles of the installation, operation, maintenance and repair of the lighting, air conditioning, electrical, plumbing, carpentry, masonry, painting, locksmithing, welding and other mechanical systems. Requires a thorough knowledge of the UBC including public school regulations for accommodating the handicapped. Must know the rules, regulations and safety orders of the Division of Industrial Safety as applied to construction, operation and maintenance of buildings. Requires skills in preparing reports, budgets and correspondence. Must have full awareness of regulations, policies, codes and laws applicable to the position.

Abilities: Requires the ability to plan, develop and maintain detailed administrative programs for the successful operation of the department. Must be able to manage the work activities of diverse field and office staff in a manner conducive to efficient performance, high morale and department effectiveness. Must

be able to establish harmonious and effective work relationships with school administrators, outside agencies, staff and the public. Must be able to operate vehicles, equipment and tools used in maintenance and operations of District facilities. Normally works in an office setting, with minimal exposure to safety or health hazards. May periodically work outside with exposure to inclement weather. Requires arm, hand, finger dexterity to operate keyboard and other office equipment. Requires visual acuity to read words, blueprints, plans and schematics.

Education and/or Experience: AA degree with major coursework in engineering, architecture, industrial technology or a related field plus mastery of at least one of the technical trades or a BSCE required. Minimum of 5 years increasing responsibility in building maintenance and operations with 3 years supervisory experience required.

Licenses or Certifications: Requires valid California Driver's License