

# Pierce Joint Unified School District

## Job Description

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**JOB TITLE:** Maintenance and Operations Manager

**SALARY SCHEDULE:** Classified Management

**REPORTS TO:** Director of Facilities and Capital Projects

**BOARD APPROVED:** 1/17/19

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**SUMMARY:** Under the direction of the Director of Facilities and Capital Projects, the Maintenance and Operations Manager plans, organizes, coordinates and manages the District custodial activities; ensures the proper care, cleaning and housekeeping of District buildings and other areas. The Maintenance and Operations Manager inspects facilities, coordinates and prioritizes work projects; assigns, reviews and evaluates the work of assigned operations personnel involved in District-wide work assignments.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, organizes, coordinates, and oversees day-to-day custodial activities; ensures the proper and efficient cleaning and upkeep of District buildings and facilities.
- Supervises and evaluates the performance of assigned staff.
- Coordinates with administration to complete projects/work orders timely and efficiently.
- Assists in creation of annual M&O Budgets and monitors budget expenditures.
- Inspects facilities, systems and their components for the purpose of identifying necessary repairs. Draft annual FIT (Facility Inspection Tool) Report for approval by Supervisor.
- Oversees the District's grounds maintenance program.
- Manage the execution of the District's comprehensive preventive maintenance program for all aspects of building maintenance.
- Possesses knowledge of finishes of walls and other surfaces (e.g. undercoat, sizing, texture, tints, plaster, etc.) for the purpose of providing direction for finishing new construction and/or preparing surfaces after repairs.
- Oversees maintenance, grounds and custodial personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting all shift requirements including custodial detailed summer team cleaning. Reviews and revises work methods and procedures to ensure efficiency, cost-effectiveness and compliance with established regulations, policies and standards of quality.
- Assist with purchasing and delivery of equipment and supplies to ensure efficient use of time and to maintain production.
- Assists in the management of science chemical and hazardous material safety, and proper disposal of chemicals and materials.
- Oversees the maintenance and replacement of equipment and tools (e.g. construction equipment, hand tools, power tools, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Maintains documentation (e.g. requisitions, quotes, etc.) for the purpose of providing written support and/or conveying information.
- Responds and coordinate other staff or vendors in emergency situations for the purpose of organizing timely construction, repairs and minimize damage.
- Assist in scheduling of work with contractors for the purpose of organizing timely construction and repairs without disruption of school functions.
- Works under limited supervision using standardized practices and/or methods.
- Assist in District remodeling and repair projects (e.g. room additions, counter, flooring, door and window replacement, fences, gates, concrete work, finish work) for the purpose of ensuring proper installation and adhering to required codes.

- Supervises the installation of systems and/or components (e.g. cabinets, woodwork, electrical and air conditioning control equipment, transformer, conduit, ducting, motors, bells, clocks, lighting circuits, gutters, flooring, etc.) for the purpose of completing projects safely and within established time frames.
- Monitors and maintains compliance with Department of Pesticide Regulation requirements for pesticide use. Provides required notifications and postings. Implements integrated pest management where appropriate.
- Monitors and maintains compliance with asbestos and lead management regulations.
- Coordinates staff assignments and work schedules for Facilities Use Requests.
- Serve as the primary after hour & weekend point of contact (Responsible party) for alarm calls, emergency utility shut down procedures.
- Performs related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Requirements for proper cleaning and maintenance of District facilities.
- Materials and equipment needed to maintain a school district.
- Record keeping techniques and practices.
- Principles and practices of supervision and training.
- District organization, operations, policies, and objectives.
- Oral and written communication skills.
- Applicable sections of Education Code, Public Contract Code and other applicable laws.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience, and courtesy.

#### ABILITY TO:

- Plan, design, and implement custodial, grounds and maintenance programs.
- Plan and coordinate the work of custodial personnel and crews.
- Initiate and implement industrial safety procedures.
- Estimate materials and supplies needed.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Plan and organize work.
- Train, supervise, and evaluate personnel.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Read, interpret, and follow rules, regulations, policies, and procedures.

### **EDUCATION, EXPERIENCE AND CERTIFICATES:**

- Minimum of two years post-secondary education and two years of responsible skilled experience in grounds and building maintenance work including experience in a supervisory position; or a minimum of high school diploma and four years of responsible skilled experience in grounds and building maintenance work including experience in a supervisory or lead position.
- Valid California Driver's License.
- TB Test Clearance
- Criminal Justice Fingerprint/Background Clearance