

# LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**TITLE:** Director of Maintenance, Operations and Facilities

**CLASSIFICATION:** LMA

**REPORTS TO:** Assistant Superintendent or Deputy Superintendent

### **BASIC FUNCTION:**

The Director of Maintenance, Operations and Facilities (MOF) reports to the Assistant Superintendent or Deputy Superintendent. The job of Director of Maintenance, Operations and Facilities was established for the purpose of developing, implementing, managing and maintaining the services needed to facilitate the maintenance, repair and alteration of district buildings and grounds; oversee the design, planning and developing of facilities and new construction, serve as the district representative in planning and developing facilities and new construction; and direct program operations including planning, staffing, budgeting and complying with established requirements.

### **RESPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Collaborate with internal and external personnel (e.g., other administrators, staff, public agencies, citizen advisory groups, community groups) for the purpose of coordinating activities and programs, resolving issues, and exchanging information concerning assigned functions and related matters.
- Develop and monitor budget, expenditures allocations, fund balances and related financial data for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and expenditures are authorized in accordance with established limitations.
- Direct department operations, the maintenance of services, and the implementation of new programs and/or processes (e.g., facility utilization, site repairs/construction, preventive maintenance) for the purpose of making recommendations and/or implementing actions that provides services within established timeframes and in compliance with related requirements.
- Inspect new construction, repair work, grounds, special projects, equipment, work orders, daily maintenance, and supplies for the purpose of ensuring that jobs are completed efficiently; specifications for major capital improvements are within local/state/federal regulations; and approving inspection reports and payment requests.
- Manage construction contracts for new facilities and major alterations and/or modernization of existing facilities for the purpose of ensuring that the work is performed in accordance with specifications, timelines and budget.

- Manage assigned program and/or department responsibilities (e.g., site improvement, grounds, ADA access, fire inspections, safety) for the purpose of achieving outcomes in relation to organization objectives and ensuring conformance with legal, financial and district requirements.
- Oversee the preparation and development of a variety of mandated plans, studies, and reports prepared internally or by retained consultants (e.g., environmental impact report, project applications with the State and local agencies) for the purpose of complying with regulatory actions, funding requirements and other established policies.
- Participate in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Perform personnel administrative functions (e.g., interviewing, selecting, evaluating, supervising, and training) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepare a wide variety of written materials (e.g., Board Agenda items and briefings, contracts of professional services, budgets, property contracts, legislative updates, contract changes, requests for proposals, a variety of narrative and statistical reports related to construction, maintenance and modernization of facilities) for the purpose of documenting activities, providing written reference, seeking input, and/or conveying information.
- Present information at various meetings for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Research new products, laws, regulations, etc., for the purpose of recommending purchases, contracts, and maintaining district wide services.
- Respond to a wide variety of inquiries from staff, district personnel, other community agencies, etc., for the purpose of resolving problems, providing information, and/or referring to appropriate personnel.
- Review long-range projections to determine timelines and locations for new sites and associated needs (e.g., hiring architects and consultants, financial requirements, financing options) for the purpose of developing plans to assure the timely availability of facilities to maintaining a successful educational service.
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **SKILLS, KNOWLEDGE, AND ABILITIES:**

Knowledge of:

- Principles and practices of general management.
- Methods, materials, costs and equipment used in the various building construction and maintenance, grounds maintenance, custodial service, and materials storage and distribution.
- Laws and regulations governing school construction and facility management.
- Asbestos and mold abatement.
- Contract laws.
- Use and repair of public school facilities.
- Principles and practices of supervision.
- Safety orders of the Division of Industrial Safety, State Worker's Compensation Laws and the Occupational Safety and Health Act.

Ability to:

- Prepare and monitor budget reports for large and diversified departments.
- Read, prepare, and interpret building plans and specifications.
- Estimate material and labor costs.
- Layout schedule, direct, and control a project.
- Effectively establish and maintain cooperative relations with school personnel.
- Align with higher level strategic objectives.
- Effectively manage change.
- Control and improve work processes and workflow.
- Effectively plan and manage projects to ensure on-time completion.
- Exercise discretion and judgment in choosing courses of action.
- Keep up-to-date with laws, codes, and regulations related to school facilities.

- Effectively work in a team environment.
- Effectively communicate orally and in writing.
- Improve interpersonally strained situations.

**MINIMUM QUALIFICATIONS:**

**EXPERIENCE:** Five years of progressively responsible experience in the field of maintenance and repair of multi-site facilities, including at least two years of supervisory responsibility.

**EDUCATION:** High school diploma required. An Associate of Arts degree in facility management, business management, or a closely related field to the duties of the job requirements is preferred.

**EQUIVALENCY:** A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

**REQUIRED TESTING:** Pre-employment Proficiency Test may be required.

**CLEARANCES:** Meet employment requirements as applicable with state, federal, local laws and Board Policy. Possession of valid and appropriate California Driver's License.

**TERMS OF EMPLOYMENT:**

- 12 month position – 260 day work year
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with the current agreement between Livermore Management and the Livermore Valley Joint Unified School District

**SALARY RANGE:** Leadership Team Salary Schedule

**FLSA STATUS:** Exempt

**Work 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 stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Completion by Human Resources:**

<b>Board Approval Date</b> – Pending Board Approval on September 3, 2024
<input type="checkbox"/> New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/> Revised Job Description
<input type="checkbox"/> Revised Salary Placement:
<b>Change Effective date:</b> September 3, 2024