

	POSITION DESCRIPTION
Title: Maintenance and Transportation Manager	Reports to: Director of Maintenance and Operations
Department: Maintenance and Operations	FLSA Classification: Exempt
Bargaining Unit: None	Work Year: 12 Month
Salary Grade: Scheduled Management Range 5	Board Approval Date:

Primary Function:

Under the general direction of the Director of Maintenance and Operations, the Maintenance and Transportation Manager assists in the planning, organization, and direction of the activities and operations of the maintenance branch including facilities maintenance, construction and repair, energy conservation, transportation, and environmental health and safety programs; supervise and evaluate the performance of assigned personnel, and perform related duties as assigned.

Essential Job Functions include, but are not limited to the following:

1. Assist in the planning, organization, and direction of the activities and operations of the maintenance department including facilities maintenance, construction, and repair; energy conservation and environmental health and safety programs. Assure a safe environment for students and staff.
2. Confer with maintenance lead technicians and personnel regarding methods and procedures of work, supply and equipment requirements and operational problems and issues; assist with and solve existing problems and analyze and determine future requirements of personnel and materials.
3. Research, compile and analyze technical information related to maintenance projects; estimate costs for labor and materials; prepare bid specifications as needed.
4. Inspect and evaluate District facilities for the need of repairs; develop and implement plans and programs to improve facilities and buildings; review and authorize requests for alterations, remodeling, and other maintenance department projects; participate in the prioritization of emergency work orders.
5. Travel to various sites to inspect work in progress, assure proper timelines, quality, completeness, and efficiency of operations; assure proper and timely repair or correction of unsafe conditions, equipment, and facilities.

6. Communicate and meet with District administrators, departments, and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, and various outside organizations to coordinate activities and programs, resolve issues, and exchange information.
7. Supervise and evaluate the performance of assigned personnel; interview and select employees. Overall responsibility for assigned staff to include evaluation, performance improvement, and staff assignments.,
8. Direct and participate in the preparation of plans, estimates, specifications, bids and contracts for labor, materials, and services; review and approve plans in accordance with established guidelines; analyze, modify and modernize work methods and procedures to increase efficiency and cost-effectiveness.
9. Provide technical expertise, information, and assistance to the Director regarding assigned functions; advise the Director of unusual trends or problems and recommend appropriate corrective action; participate in developing policies, procedures and long and short-term programs to assure an economical, safe and efficient work environment.
10. Provide recommendations to the Director and site administrators regarding modernization and alteration projects, renovation and remodeling projects, deferred and preventative maintenance programs, and the general maintenance and repair of District facilities.
11. Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities and personnel.
12. Assist in developing and preparing the annual preliminary budget for the maintenance department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
13. Assist in directing District-wide energy conservation projects; participate in the development and implementation of new methods of controlling utility costs.
14. Assist in directing the District's environmental health and safety programs; assure compliance with a variety of local, state, and federal health and safety laws, codes, rules and regulations.
15. Attend and conduct a variety of meetings, conferences, and workshops related to assigned activities; maintain current knowledge of laws, codes, rules, and regulations related to school district maintenance, transportation, and environmental health and safety activities.
16. Serve as the Director in the absence of the Maintenance Director as necessary.
17. Other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

1. Education: A high school diploma or the equivalent is required.
2. Experience: Three years of experience in the administration of one or more of the building trades including the maintenance and renovation and repair of buildings and facilities in a large Organization. Experience working for a school district, municipality, or private sector working directly with transportation is highly desirable.

Any other combination of training and experience that could likely provide the desired skills, knowledge, or abilities may be considered.

3. Valid California Driver's License.

SKILLS, KNOWLEDGE, AND ABILITIES:

Knowledge of:

- Planning, organization, and direction of the construction, alteration, maintenance, and repair of District facilities.
- Energy conservation methods and techniques.
- Environmental health and safety issues related to employees, buildings, and property. Principles and practices of supervision and training.
- Applicable laws, codes, rules, and regulations related to assigned activities.
- Budget practices regarding preparation, monitoring, and control.
- Cost estimates and specifications.
- Methods, equipment practices, terminology, and procedures used in the skilled trades. Requirements for maintaining buildings and facilities in good repair.
- Applicable building codes, ordinances, fire regulations, and safety precautions. Record-keeping and report preparation techniques.
- Health and safety regulations and procedures.
- District organization, operations, policies, and objectives.
- Operate a computer and assigned software.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Assist in the planning, organization, and direction of the activities and operations of the maintenance branch including facilities maintenance, construction, and repair, energy conservation, and environmental health and safety programs.
- Participate in various construction planning and development activities.
- Develop and enforce work standards.
- Assure compliance with safety practices and various code requirements.
- Establish and maintain cooperative and effective working relationships with others. Coordinate flow of communications between District administrators, personnel, and outside organizations such as contractors and vendors.
- Assist in the development of and administer assigned budgets.
- Inspect facilities for maintenance and repair needs and fire, safety, and health hazards. Work from blueprints shop drawings and sketches.
- Supervise and evaluate the performance of assigned staff.
- Interpret, apply and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Accept and carry out responsibility for the direction, control, and planning.
- Direct the maintenance of a variety of reports, records, and files related to assigned activities.
- Prepare comprehensive narrative and statistical reports.
- Plan and organize work.
- Operate a computer and assigned software; drive a personal or District vehicle to sites to conduct work.

- Communicate effectively both orally and in writing.

Working Conditions

Indoor office and outdoor environments, moderate noise, continuous contact with staff, and frequent interruptions. Will need to travel to various school sites and meeting venues. Evening, holiday, and weekend hours may be required to provide support to school sites. Possible exposure to chemicals or hazardous materials.

Physical Abilities

Inspect documents and other written materials with fine print. Communicate to exchange information in person, in small groups, and/or on the telephone. Move about the facilities to conduct work including, walking, standing, remaining seated, reaching with arms and hands, stooping, kneeling, crouching, climbing, and remaining in a stationary position for long periods of time. Operate office equipment requiring repetitive hand movement and fine coordination. The ability to operate tools and equipment. The ability to lift up to 50 lbs.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts, and other equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Working around equipment and machinery	<input type="checkbox"/>	<input type="checkbox"/>	Yes
Walking on uneven ground	<input type="checkbox"/>	<input type="checkbox"/>	Ramps, parking lots
Exposure to excessive noise	<input type="checkbox"/>	<input type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions, warehouse
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input type="checkbox"/>	Dust, diesel, gasoline, disinfectants
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	Ladders
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input type="checkbox"/>	Yes

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				x	
Walking				X	
Standing				X	
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
D = Dominant Hand ND = Non-Dominant hand					
Simple Grasping (D)				X	
Simple Grasping (ND)				X	
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder				X	

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs			X		
51-75 lbs	x				
76-100 lbs	x				
100+ lbs	x				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	x				
76-100 lbs	x				
100+ lbs	x				

NOTE: This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.