

Southern Kern Unified School District

Position Description

Position Title: Assistant Director of Maintenance and Operations

Department: Maintenance

Reports To: Director, Maintenance and Operations

Prepared By: Human resources Date: September 16, 2015

Approved By: Board Date: September 23, 2015

SUMMARY:

Oversees the maintenance of all buildings and grounds for the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Plans and directs the work of all building and grounds personnel involved in the maintenance activities on school properties and related facilities.
- Determines and initiates the proper action to be taken to effectively and expeditiously complete repairs in accordance with school policy, sound maintenance practices and priority and urgency of operations.
- Conducts routine and periodic inspections of schools and facilities.
- Analyzes needs and makes recommendations for procurement of materials and supplies.
- Prepares specifications and submits cost estimates of proposed work activities.
- Supervises building and grounds maintenance inventory control activities.
- Provides in-service training for maintenance, custodial and grounds personnel on new equipment and work methods.
- Conducts safety inspection, accident, investigations and training programs to create a safe environment.
- Develop annual priority list for maintenance of buildings.
- Other Duties as Assigned.

SUPERVISORY RESPONSIBILITIES:

- Supervises Maintenance and Grounds Department.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE:

- High School graduate or equivalent
- 10 years' experience in the field
- Five years-experience in custodial/maintenance/grounds supervision.
- AA Degree or Bachelor's Degree Preferred

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid California Driver's license

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

- Ability to establish and maintain effective working relationships with students, staff and the school community.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

- Regularly required to sit, talk, and hear.
- Frequently is required to walk and stand.
- Specific vision abilities required by this job include close vision, color vision, and depth perception. Visit various buildings for inspection and meetings.
- Frequently lift up to 50 lbs. such as unloading trucks.

WORK ENVIRONMENT:

Work is performed indoors and outdoors.

The information contained in this job description is for compliance with the American with Disabilities ACT (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.