

PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: March 15, 2006

Salary Schedule: 261; Row 2

Perris Union High School District provides equal opportunity in employment without regard to race, religion, color, national origin, ancestry, physical handicap, medical condition, sexual orientation, marital status, age and gender in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Perris Union High School District policy. A physical examination and drug screen may be required of all finalists before employment.

JOB TITLE: DIRECTOR OF MAINTENANCE, OPERATIONS, & TRANSPORTATION

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent, Business Services, to provide administrative direction, to plan, organize and direct the maintenance, operations and transportation functions of the school district; and do other work as required.

JOB FUNCTIONS:

- Plans, organizes and directs a variety of programs and activities related to the District's Maintenance and Operations program
- Directs the District's Pupil Transportation Program
- Oversees the planning, organizing and direction of a variety of programs, projects and activities related to grounds keeping, custodial, and warehouse functions of the District; ensures that time, cost and quality objectives of projects are met
- Establishes and maintains effective relationships with business and community groups/members
- Plans, updates, organizes and implements all phases of the District's five-year Deferred Maintenance Plan
- Makes recommendation in areas of assignment concerning the implementation of District maintenance and operations and renovation activities; provides for preparation of reports and interpretations of related data for staff and the public for decision making; completes plans and prepares reports as needed to assist the Assistant Superintendent
- Develops specifications and plans for bids on contract work
- Ensures compliance with all policies, local, state and federal codes, laws and regulations applicable to assigned responsibilities; provides interpretation of legislation, regulations, policies and procedures related to construction and renovation
- Participates in ongoing training to enhance professional skills; acquires, maintains and provides current state-of-the-art status in methods and techniques; coordinates with local,

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JOB FUNCTIONS – continued

state and national institutions or agencies; identifies and prioritizes in-service training needs

- Directs the preparation of preliminary and annual budgets for assigned departments and areas of responsibility, ensures expenditures of approved budget are in conformance with fiscal procedures
- Collaboratively establishes department goals and objectives which are consistent with District policies; supervises assigned and support staff, makes presentations to the Governing Board; provides consultative services on departmental matters
- Assists in the selection of and supervises and evaluates the performance of assigned staff, recommends transfers and terminations; prepares disciplinary action reports
- Conducts and attends a variety of staff and management meetings as required to provide assigned services to the District, serves on committees and attends meetings of the Governing Board as assigned
- Serves as the designated person for purposes of AHERA compliance
- Serves as Hazardous Materials Coordinator and assures compliance with all aspects of the program
- Supervises the maintenance and repair program for the District's trucks, automobiles, tractors, sweepers, mowers, and other powered grounds equipment
- Plans, organizes, supervises and directs the coordination of the District's pupil transportation needs within the services of the contract transportation
- Performs other duties as assigned

Knowledge & Abilities:

- Basic school and building trades
- Local, state and federal building, environmental and safety codes
- Construction standards as it relates to all areas of supervision and State building code requirements, CAL OSHA, and other related mandates by the State or Federal Government
- Modern methods, techniques, organization and management of staff development

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Knowledge and Abilities – continued

- Collaborative problem-solving methods
- Accurate record keeping
- Practice and principals of supervision
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Perform a variety of administrative duties related to the planning, organization and direction of facilities, maintenance, custodial, grounds keeping, warehouse delivery, and transportation
- Interpret laws and develop policies and regulations, which relate to assigned responsibilities
- Interpret complex technical documentation and laws
- Read and correctly interpret blueprints and schematic drawings
- Plan and organize work effectively
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Work independently
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of records and files related to assigned responsibilities
- Analyze and develop work methods, procedures and schedules
- Train and develop employee skills in proper use of materials and equipment
- Provide direction and assistance to staff and team members
- Motivate others and stimulate team and group process

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PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 50 pounds
- Able to carry up to 50 pounds
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college/university in Business Administration, Public Administration, or other related field

Experience:

- Three years of increasingly responsible experience necessary to perform the defined job functions, i. e., assignments related to maintenance, operations and transportation within an educational organization

Licenses, Certifications, Bonding, and/or Testing:

- TB Clearance
- Drug/Alcohol Clearance
- Valid Driver's License with acceptable safe driving record
- Criminal Justice Fingerprint Clearance

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EMPLOYMENT STATUS:

- Classified Management Position