

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Director, Maintenance and Operations	REPORTS TO:	Assistant Superintendent, Operational Services
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-29/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of assigned area(s); plan, organize, control and direct the maintenance and grounds activities of the District to provide timely delivery of high quality services; work with site principals to coordinate District custodial services to provide and ensure a sanitary and high quality learning and working environment for students and staff; supervise and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize, control and direct a variety of programs, projects and activities related to the maintenance and operations functions to provide safe and high quality learning and working environment for students and staff. *E*

Provide technical expertise regarding assigned functions; formulate and develop effective policies and procedures to comply with State, community and city laws and regulations to accomplish stated goals. *E*

Develop and implement strategic long and short-term plans and activities; comply with State requirements regarding reporting of maintenance needs and plans including the Deferred Maintenance Plan. *E*

Collaborate with principals to coordinate custodial activities to meet the needs of the sites; provide for proper overall technical guidance and direction regarding custodial operations for smooth and efficient delivery of high quality services. *E*

Plan and administer maintenance programs for the District; provide for timely emergency repair services to assist in ensuring a safe learning and working environment for students, families, and staff. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files. *E*

Communicate and collaborate with other administrators, District personnel and contractors to coordinate maintenance and operations activities and programs, resolve issues and conflicts and exchange information. *E*

Supervise and evaluate the performance of assigned staff on a regular basis and provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Develop and prepare the annual budget for maintenance and operations; analyze and review budgetary and financial data to ensure data accuracy; monitor and authorize expenditures in accordance with established guidelines to ensure the financial stability of the District. *E*

Attend and conduct a variety of meetings as assigned; make presentations to the Board as necessary regarding maintenance and operations plans, projects and needs. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in engineering or related field and five years increasingly responsible management experience related to the maintenance of buildings and facilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of a broad scale maintenance and operations function.
- Methods, materials and equipment used in the building maintenance trades including HVAC, plumbing, carpentry, painting, glazing, and locksmithing.
- Building construction practices and laws governing the construction, maintenance and repair of schools and public buildings.
- Accurate budget preparation and control.
- Appropriate safety precautions and procedures.
- Operation of a computer to enter data, maintain records and generate reports.
- Health and safety regulations.
- Applicable State, County and City laws, codes and regulations related to fire, safety and maintenance operations.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Proper methods of storing equipment, materials and supplies.
- Oral and written communication skills.
- Accurate record-keeping techniques.
- Labor Relations law and employee contracts.
- Shop math.
- District organization, operations, policies, ~~and~~ objectives and goals.

ABILITY TO:

- Plan, organize and administer a maintenance and operations program for a large school district.
- Plan, organize, schedule, assign and review maintenance work and projects.
- Train, supervise and evaluate personnel.
- Prioritize and schedule work to meet timelines.
- Work collaboratively and build positive relationships with a diverse group of stakeholders.
- Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures related to assigned area(s).
- Analyze situations accurately and adopt an effective course of action.
- Read, interpret and work from construction drawings and blueprints.
- Estimate materials and labor costs.
- Plan, lay out, direct and control a maintenance work program involving diversified activities.
- Work independently with little direction.
- Communicate, understand and follow both oral and written directions.
- Maintain detailed records and prepare reports.
- Perform heavy physical labor.
- Observe legal and defensive driving practices.
- Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.
- Demonstrate loyalty and high ethical standards.

Focus and appropriately allocate resources toward identified goals.
Manage change and design an effective system of reporting progress and monitoring results.
Negotiate skillfully in difficult situations and create solutions to promote compromise.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; drive a vehicle to conduct work; contact with dissatisfied individuals; fast-paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information, walking to conduct inspections; seeing to read and write reports; reaching overhead, above the shoulders and horizontally, kneeling, crouching or bending at the waist to retrieve or store files; sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions