

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager II, Maintenance and Operational Services	REPORTS TO:	Executive Director, Maintenance & Operations
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-25/Management Salary Schedule

(Former Classification: Maintenance Services Manager)

BASIC FUNCTION:

Accountable for improving conditions to support student achievement through the effective management of assigned area(s); plan, organize, coordinate and manage the maintenance and operations activities such as maintenance trades, custodial and grounds maintenance services, energy management, security operations, and hazardous materials coordination to provide timely delivery of high quality services to sites and departments; inspect facilities, coordinate and prioritize work projects to ensure a safe, clean and orderly learning and working environment for students and staff; supervise, assign, review and evaluate the performance of assigned personnel and provide clear, constructive feedback to improve staff effectiveness.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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, coordinate and oversee day-to-day maintenance and operations activities in the construction and mechanical trades, custodial and grounds maintenance services to provide a safe, clean and orderly learning and working environment; ensure the proper and efficient cleaning, maintenance and repair of District buildings and facilities in a timely manner to meet the needs of the sites and departments. *E*

Inspect District buildings, equipment, utility systems and facilities to determine needed maintenance and repair; ensure proper completion of work orders; coordinate custodial and grounds activities to assist in the efficient operations of the sites and departments. *E*

Consult with District maintenance personnel, administrators and outside contractors to coordinate, prioritize and schedule work projects; follow-up on work orders and material procurement with District personnel to ensure timely and proper payment for supplies and services purchased. *E*

Supervise and evaluate the performance of assigned staff on a regular basis; assign and review work to provide clear, constructive feedback to improve staff effectiveness; participate in the selection of highly qualified personnel; recommend and participate in disciplinary action; plan, coordinate and arrange for appropriate training of staff in support of professional learning. *E*

Develop and prepare work schedules to ensure appropriate allocation of services; review maintenance reports and work orders to determine materials, labor and time requirements; prioritize and coordinate duties and assignments of single or multi-craft maintenance and construction projects; ensure effective work flow and facilitate operations. *E*

Conduct inspections and recommend the removal of fire, safety or health hazards and other related issues; instruct staff in safe and proper work practices; assist in the coordination of large projects including deferred maintenance, energy conservation, building rehabilitation, asbestos removal and additions and alterations to portable buildings. *E*

Determine needed equipment, materials and supplies for the District maintenance and/or operations services; monitor and approve material requisitions for a wide variety of supplies, maintenance tools and equipment to ensure proper allocation of resources; assist the Director in the development of the preliminary maintenance division budget to ensure the financial stability of the District. *E*

Communicate with vendors, contractors, engineers and State and County inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures. *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*

Read and interpret building plans, blueprints and specifications and assure conformance with building and safety codes, regulations and requirements. *E*

Prepare and maintain records, files, logs and reports; participate in the establishment and implementation of a systematic preventive maintenance program. *E*

Attend and conduct a variety of meetings as assigned; make presentations 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 with emphasis in management, construction, industrial arts or a related field and eight years journey-level experience in one or more of the building maintenance trades or custodial and grounds maintenance experiences including five years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of a maintenance and operations function.
- Methods, materials and equipment used in cleaning of facilities, grounds maintenance, and/or 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.
- Environmental services such as pest control, Integrated Pest Management (IPM), recycling and garbage disposal.
- Compliance and regulations including but not limited to air pollution control district, storm water, and fire.
- 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 assigned areas.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of supervision and training.
- 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, objectives and goals.

ABILITY TO:

Plan, organize, schedule, assign and review work and projects related to assigned areas.
Supervise and oversee the cleaning of facilities, building construction and mechanical maintenance operations and other related activities.
Train, supervise and evaluate personnel.
Plan, prioritize and schedule work to meet timelines.
Read, interpret and work from construction drawings and blueprints.
Estimate materials and labor costs.
Plan, lay out, direct and control a maintenance or operations work program involving diversified activities.
Work independently with little direction and many interruptions.
Communicate, understand and follow both oral and written directions.
Maintain detailed records and prepare reports.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Perform heavy physical labor.
Observe legal and defensive driving practices.
Work effectively and collaboratively with union representation.
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.
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