



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545, (951) 765-5100

ASSISTANT DIRECTOR OF MAINTENANCE & OPERATIONS

JOB SUMMARY

Under the supervision of the Director of Maintenance & Operations, the Assistant Director of Maintenance and Operations plans and organizes services throughout the District. Additionally, this position continually monitors these services to ensure District standards are met. The Department of Maintenance and Operations physically services all lands, structures, installations, fixtures, furnishings and equipment of the District except transportation.

The Assistant Director's position necessitates a constant and complete cooperation with the administrative officials of every school and District departments for expedition of necessary work. The Assistant Director shall have a positive attitude and be dedicated to ongoing and continual improvement and development; research and keep current with new methods and techniques. As a member of the management team, the Assistant Director also cooperates with other managers in the formulation and implementation of District policies.

EXAMPLES OF DUTIES

- Assist in the development and implementation of goals, objectives, policies and procedures related to the Maintenance and Operations department.
- Assists in the preparation and administration of the department budget; monitors and approves expenditures
- Inspects, reviews and evaluates the performance of employees.
- Confer with District management in the planning for all facilities.
- Oversees the duties of the Custodial, Grounds and Maintenance Supervisors.
- Research and recommend the purchase of supplies and equipment used in the Department.
- Assure compliance with all applicable safety codes and regulations.
- Participate in the selection of staff.
- Assists in planning and directing the maintenance, repair and construction of District buildings, facilities and equipment; assists in directing the cleaning and care of District buildings and care.
- Serves in the capacity of the Director of Maintenance & Operations during the Director's absence.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Knowledge of methods and techniques used in the maintenance, repair and construction of a variety of buildings and facilities, including Uniform Building codes;
- Knowledge of applicable federal, state and local laws, regulations and procedures, including OSHA and Cal-OSHA regulations;
- Knowledge of basic principles and practices of engineering design;
- Knowledge of budgeting procedures;
- Knowledge of building teams and directing staff;
- Effective human relations methods;
- Principles of organization and management;
- Analyzes data to manage systems to improve work flow, simplify procedures and/or reduce costs;
- Knowledge based competencies in the areas of Custodial, Grounds and Maintenance;
- Keeping detailed records;
- Custodial cleaning practices, floor waxing, carpet extraction, wood floor care and re-finishing;
- Custodial cleaning supplies and their intended use;
- Knowledge of sprinkler system design and artificial turf.

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(Continued)

EMPLOYMENT STANDARDS

Ability to:

- Plan, assign, coordinate and direct the work of others;
- Develop and implement preventative maintenance programs;
- Develop estimates of labor and material for related departmental projects;
- Research, design, develop, coordinate and conduct trainings and informational programs;
- Prepare written and oral reports;
- Evaluate assigned staff;
- Develop and maintain cooperative relationships with others;
- Learn, interpret, apply and explain rules, regulations, policies and procedures;
- Plan, organize, direct, delegate and supervise the work of staff in a safe, healthy manner with dedication to quality;
- Prepare plans and specifications;
- Manage time effectively, communicate and work cooperatively and effectively with administrative and other staff members;
- Exercise initiative, tact, and good judgment.

EDUCATION

- High School Diploma
- Bachelor's Degree in Construction Management, Business Administration, or Facility Management preferred

EXPERIENCE

- Minimum three (3) years of increasingly responsible experience, including two years of responsible administrative or supervisory experience in maintenance and operations, facilities or plant managements

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

HEALTH/PHYSICAL ABILITIES

The physical and emotional capabilities required to perform the assigned duties of this class; ability to travel to various district facilities.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Physical Demands: Reach, bend, stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, climb (to roof), push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 50 pounds (infrequently); grasp and manipulate tools and supplies; use seeing, hearing and speaking.

Working Conditions: Work indoors and outdoors. Exposure to seasonal outside temperatures (30 F to 120 F), dust & wind, sun, insects and noise.

Employment Status

Classified Management Position (Classified Management Salary Schedule Range 31)