

# SEQUOIA UNION HIGH SCHOOL DISTRICT

## *POSITION ANNOUNCEMENT*

DIRECTOR OF MAINTENANCE AND OPERATIONS 1.0 fte

2011 - 2012 School Year

Salary Range: \$111,613.00 – \$128,765.00 (2010-11 salary schedule)

Interested applicants should submit the following by the deadline of **Friday, April 8, 2011.** A letter of interest, résumé, Sequoia district application and current letters of recommendation.

For information please contact:

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Sequoia Union High School District

## DIRECTOR OF MAINTENANCE AND OPERATIONS

### Definition

Under general direction, to plan, coordinate, and supervise the construction, maintenance, grounds keeping functions of the district and to do related work as required.

### Examples of Duties

Plans, coordinates and supervises the maintenance and operation-of the district; confers with subordinates on methods and procedures of work and supply, solves operational problems and conflicts; determines by inspections and/ or review of reports and requests, the need for buildings and grounds maintenance and repair; lays out and plans a systematic program of preventive maintenance; estimates costs of jobs and indicates priority of work to be done; checks initial cost estimates with actual costs when work is completed; interviews and recommends the employment and assignment of departmental personnel; supervises, reviews and evaluates work of Maintenance Supervisor, Grounds Supervisor, and other department subordinate personnel; prepares the departmental budget; approves requisitions; recommends maintenance and construction material to be purchased; inspects for and recommends removal of fire, safety, and health hazards; prepares reports; plans, organizes, coordinates and supervises the work of maintenance, and grounds maintenance personnel; assign regular work schedules and assumes responsibility for the cleanliness and safe condition of the buildings and grounds; assigns special duties, as necessary; devises and conducts inservice training programs; ensures compliance with building code and safety requirements; maintains records and prepares reports; facilitates modernization and improvements related to bond projects.

### Employment Standards

Education and Experience: Any combination equivalent to graduation from high school, supplemented by college-level courses in maintenance administration and control, and six years of progressively responsible experience in the construction, maintenance, and repair of buildings and grounds, including two years in a supervisory capacity.

Knowledge and Abilities: Knowledge of maintenance and custodial methods and formulas; knowledge of landscaping methods and materials; knowledge of laws and regulations pertaining to the construction, repair and safety of facilities; knowledge of local building, safety, and health codes; knowledge of materials, equipment, and working procedures and methods used in cleaning and upkeep of schools and district facilities; knowledge of heating, ventilating, and air conditioning systems; knowledge of principles and techniques of supervision and training; ability to analyze and make accurate estimates of costs; ability to plan, organize, and supervise others in

maintenance and operations; ability to prepare and present oral and written reports; ability to plan and organize departmental procedures; ability to work cooperatively with others.

### Physical Requirements

The physical abilities required of this classification may include the following:

- Vision sufficient to inspect conditions of facilities, equipment and systems, and prepare and review diagrams and paperwork.
- Walking, bending, stooping, kneeling and climbing to inspect work.
- Speech and hearing sufficient to provide information, discuss needed work, and provide instructions and training.
- Motor skills to operate District vehicles.
- Work in exposure to noise, fumes, weather, moving equipment and machinery in the course of inspecting and supervising work.

### Other Requirements

Must possess a valid California driver's license and have a satisfactory driving record; must be willing to remain on 24 hour call for emergencies

Management Salary Schedule IV

Work Year: 12 months