

JUNCTION ELEMENTARY SCHOOL DISTRICT
DIRECTOR OF MAINTENANCE AND OPERATIONS
261 Day Calendar

Brief Description of Position

Under direction from the District Superintendent or Principal, the Director of Maintenance and Operations is responsible for Supervising maintenance employees, planning, coordinating, directing, and evaluation of the district maintenance, custodial, and grounds keeping operations. This is a Classified Management exempt position.

Duties and Responsibilities

- Supervises, trains, recommends for promotion, transfer, suspension, discharge, and evaluation of employees.
- Participates in and plans maintenance, custodial and grounds keeping operations of the school district.
- Coordinates work schedules of district maintenance, custodial, and grounds keeping crews.
- Determines best maintenance/custodial/grounds keeping methods and procedures.
- Responsible for the efficient and economical use of materials.
- Confers with and plans appropriate staff development with district maintenance/custodial/grounds keeping crews regarding effective methods and procedures of work and supply.
- Assists with the solving of existing problems and helps determine future requirements of personnel and materials.
- Confers with school official regarding evaluation of maintenance, custodial, and grounds keeping operations of the district.
- Coordinates special events operations requiring preparation of facilities
- Advises in regard to alteration of existing structures.
- Maintains, prepares and submits reports needed concerning district maintenance, custodial, and groundskeeping department.
- Confers with district administration regarding care, cleaning and grounds programs of school facilities.
- Ensures that work is performed in accordance with instructions.
- Supervises the operation and routine preventative maintenance of electrical, plumbing, heating and air conditioning ventilation systems; painting and grounds upkeep on a regular basis.
- Conducts frequent inspection of the school plant facilities and grounds to ensure that standard of safety and cleanliness are met.
- Sounds fire drills monthly at the direction of administration.
- Under consultation with the District Superintendent or Principal, participates in consideration of capital outlay purchases, preventative maintenance/replacement of equipment; performs other duties and responsibilities as assigned by the District Superintendent or Principal.

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Qualifications Desired

1. High school diploma or equivalency.
2. Five years of increasingly responsible experience in directing building, maintenance, custodial and grounds operations.
3. Successful experience working with electrical, plumbing, air conditioning, and heating ventilation technology and grounds keeping systems.
4. Must possess a valid California drivers license.
5. Ability to establish and maintain cooperative working relationships.
6. Must possess a current First Aid card.
7. Ability to work well with children and adults.
8. Ability to successfully supervise one or more persons to affect job task completion.
9. Willingness to cooperate with all District personnel.
10. Possess a valid California Bus driving license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds, and push/pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

ADOPTED: 06/14/21