



**Oxnard Union
High School District**

District of Scholars, Achievers, Champions

**DIRECTOR
MAINTENANCE, OPERATIONS & TRANSPORTATION**

Revision Date: 08/15/18

BRIEF DESCRIPTION OF POSITION

Under the direction of the Assistant Superintendent of Business Services, plans, organizes, controls and directs maintenance, operations and transportation activities including inspection, cleaning, scheduling, safety, construction, maintenance, alteration and repairs of existing buildings facilities, grounds and equipment. In addition, supervises the personnel in these departments as well as outside vendors used by these departments. Assures the compliance with established laws, codes, ordinances, regulations, policies and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

- a. Directs the functions of the Maintenance Operations and Transportation Departments through the supervision of the Transportation Supervisor and the Operations Manager as well as the supervision and evaluation of the grounds/maintenance, custodial, skilled workers, and transportation personnel of the District. Makes recommendations for employment and assignments of department personnel. E
- b. Oversees and directs the Facilities Technician, Energy Conservation Specialist, Integrated Pest Management (IPM) Coordinator, and other staff. E
- c. Oversees and directs the planning and scheduling of student transportation routes and the assigning and reassigning of drivers and equipment. E
- d. Determines priorities, methods and procedures for work as well as supply and equipment requirements. Establishes and maintains department timelines. E
- e. Determines needs for purchasing materials, supplies and equipment; formulates, allocates and maintains department budget. E
- f. Arranges and conducts in-service trainings and orientation programs as required. E
- g. Serves as one of the District Liaison for the Office of Ventura Schools Self-Funding Authority (VCSSFA) and matters concerning the Joint Powers Authority (JPA). E
- h. Reviews plans and procedures for a systematic preventative maintenance program for all district vehicles.
- i. Review initial cost estimates and actual costs to implement corrective action where and when necessary as well as makes recommendations for alternative corrective action.
- j. Arranges and engages contractors for specialized repairs, emergency repairs, or alteration projects. E
- k. Checks and inspects contractors' and outside vendors' work to ensure compliance with District procedures, standards, CDE, DSA specifications as well as compliance with ordinances, laws and building codes. E
- l. Assures all buildings and grounds are maintained in a safe condition with annual Facility Inspection Tool (FIT) Report as well as assists with Williams Act Inspections. E

- m. Inspects for, identifies and recommends removal of fire and safety hazards; inspects for, identifies and recommends needed changes in buildings for compliance with safety regulations and the Americans with Disabilities Act. E
- n. Maintains records for building access devices and building lock systems. E
- o. Participate in hazardous materials, IPM, and disaster preparedness trainings. Coordinates opening and closing of facilities; responds to building emergencies as required and coordinates the necessary responses of the Custodial, Grounds and Maintenance Departments. E
- p. Provides resource data as required to Administration and Board of Trustees. E
- q. Assist and supervise the procedures and scheduling of facility use applications through Civic Permits process, including coordinating the custodial, grounds and maintenance services needed. E
- r. Prepare and maintain a variety of records and reports pertaining to work orders, work schedules, budget control, equipment repair, safety, supplies and equipment inventory. E
- s. Coordinates and directs Maintenance, Operations and Transportation communications, information, services, projects and activities between District personnel, administrators and departments. Also, coordinates and directs Maintenance, Operations and Transportation communications, information, services, projects and activities to Board Members, community groups, outside organizations, the public, and various local, state and federal agencies. E
- t. Performs other tasks and assumes the responsibilities as may be assigned by proper authority. E

EDUCATION

A valid California Contractors License or an Associates of Arts in engineering, business or management from a Community College and may be substituted for a portion of the required experience. Bachelor's Degree in construction management, construction engineering, business administration or closely related field preferred.

KNOWLEDGE

- a. Knowledge of Public Contract and Education Codes pertaining to bidding, labor and materials and has some knowledge of related California Uniform Public Construction Cost Accounting Act (CUPCCAA) regulations.
- b. Knowledge of the American with Disabilities Act (ADA) codes and regulations as it pertains to the basic understanding of concepts and principals of architectural planning and engineering.
- c. Knowledge of Labor Laws and working with the Department of Industrial Relations.
- d. Knowledge of CDE, DSA, and CALOSHA regulations

EXPERIENCE

Five years' experience in the construction, maintenance and repair of buildings and facilities and maintenance work, preferably in a multi-site operation and or school/municipality, three years of which must have included responsibility for supervising custodial, maintenance and grounds crews. Additional experience in public/school transportation preferred.

PHYSICAL CHARACTERISTICS

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to demonstrate the safe use of equipment and operate office

machines or computers; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.