

MANAGEMENT JOB DESCRIPTION

FACILITIES MAINTENANCE MANAGER

JOB SUMMARY:

Under the direction of the Director of Facilities, Planning, Maintenance and Operations, establishes, maintains, supervises, and further develops the District's safety and facility maintenance functions including after hour facility emergencies. Reviews new construction and modernization construction documents prior to the Division of the State Architect submittal. Supervises and evaluates assigned staff. Provides leadership and promotes teamwork, collaboration, and training for optimum services and support. Performs related duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Supervises, inspects, and evaluates the construction and maintenance work product of assigned personnel and outside contractors to ensure work is completed as specified.
- Inspects facilities to evaluate conditions affecting health, safety, and risk management control and takes action on immediate hazards.
- Estimates labor, materials, and other costs and develops plans for deferred and discretionary maintenance of facilities projects.
- Establishes and maintains a priority system for emergency repairs and work order requests.
- Establishes and maintains the District's Storm Water Pollution Prevention Plan, and the Labor Compliance Program.
- Develops and maintains a program for the maintenance, repair, and new installation of all the District's asphalt or concrete.
- Attends meetings, workshops, and conferences to maintain current knowledge of legislation, regulations, and legal codes applicable to hazardous materials, indoor air quality, and maintenance work.
- Establishes and maintains effective working relationships with all parties including teachers, administrators, coworkers, contractors, engineers, and the general public.
- Assists with implementation of the District's Labor Compliance Program.
- Implement and oversee a comprehensive asset management program for the school district, ensuring efficient utilization and maintenance of vehicles, equipment, tools, and materials while adhering to budgetary constraints.
- Promote a safe and inclusive environment that encourages respect, diversity, and well-being, addressing any disciplinary or safety issues promptly and effectively.
- Participates in bid openings and staff interviews.

Facilities Maintenance Manager

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- Implement data-driven decision-making processes, utilizing assessment data and other relevant metrics to continually evaluate and improve departmental programs and student outcomes.
- Support professional development opportunities for staff to enhance best facility, maintenance management practices, instructional technology integration, and overall professional growth.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful facilities, maintenance and/or construction experience, some of which shall have been as a construction inspector, superintendent, foreman, or building inspector.
- Knowledge of materials, tools, and methods used in the maintenance and repair of building systems; federal EPA requirements and regulations; principles of supervision, performance evaluation, and training; (ASHRAE) American Society of Heating, Refrigeration and Air Conditioning Engineers standards; CAL/OSHA regulations; and Department of Environmental Health, and Division of Industrial Safety regulations.
- Graduation from high school supplemented by specialized training in the building trades in either a trade school or university.
- Ability to read blueprints and estimate time and material for work orders; train, plan, organize, evaluate, and supervise the work of assigned staff; establish and maintain proper records; use computer-based data programs; establish and maintain effective working relationships; communicate and interact effectively and professionally; analyze situations and adopt effective courses of action; meet schedules and timelines.
- Must secure and maintain asbestos and building inspection certification.
- Must have a valid California driver's license, have a good driving record, and maintain insurability under the District's insurance program.

Management Salary Schedule: Range M

BOARD APPROVED: 6/22/99

REVISION DATES: 6/6/00

12/9/03

07/1/06

09/19/07

09/13/23