



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** DIRECTOR OF MAINTENANCE, OPERATIONS AND FACILITIES USE  
**REPORTS TO:** Deputy Superintendent of Business Services    **SITE:** District Office  
**CLASSIFICATION:** Classified Management    **WORK YEAR:** 222 Days  
**SALARY:** Level 4 - Administrator-Classified Manager Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** November 19, 2015

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#### **JOB SUMMARY:**

Under the general direction of the Deputy Superintendent of Business Services, oversee and implement policies, procedures, and programs that will assure well-managed, well-maintained buildings and facilities, placing maximum emphasis on leading a staff in the positive response to the concerns and needs of the District, in coordination and conjunction with the SMUHSD goals and objectives. The Director of Maintenance, Operations and Facilities Use must possess strong management and leadership skills, as well as human resources and performance management experience, and must demonstrate experience and knowledge in both community and city relationship management.

#### **ESSENTIAL FUNCTIONS:**

1. Plans and directs Maintenance, Operations and Facilities Use Departments regarding schedules, methods, procedures, and material and equipment requirements.
2. Assists with and solves existing problems, and determining future requirements of personnel and materials.
3. Acts as the Direct Supervisor to the Maintenance, Operations and Facilities Use department. Works with Maintenance & Operations department to develop project lists budgets and schedules for routine and deferred maintenance projects. Performs final inspection and acceptance of all construction projects.
4. Works with Facilities Use department to make most efficient use of staffing, especially during non-school hours.
5. Creates efficiencies of manpower and resources between Maintenance, Operations and Facilities Use departments.
6. Eliminates waste and maximizes savings by communicating and coordinating closely with Purchasing Department
7. Works closely with Maintenance & Operations inspecting buildings and grounds for cleanliness, safety, work quality and needed repairs.
8. Works with Maintenance, Operations & Facilities Use department to develop and implement short and long range preventive maintenance programs, including deferred maintenance.
9. Prepares annual budget and interim budget reports, and monthly budget monitoring of reports for the department. Makes determination of future stock material and manpower needs.
10. Makes cost estimates on construction and repair work.
11. Recommends policy and procedural changes as needed.
12. Recommends employment transfer and promotion, discipline and dismissal of personnel.
13. Works closely with Maintenance, Operations & Facilities Use department to develop in-service training programs.
14. Prepares periodic incident reports and accident investigations.
15. Assists in the preparation of specification for bids.
16. Consults construction manager in regard to alteration of existing structures.
17. Works with construction managers, architects, school officials and contractors on the design, constructions, or major alteration of school buildings. Reviews and assists in making changes in plans and specification.
18. Participates in District Disaster Preparedness Planning.
19. Coordinates oversight of site projects with Maintenance & Operations department. Reviews and monitors the work of contractors in maintenance of the District facilities.

20. Assists with the preparation and oversight of all District projects funded by the State Deferred Maintenance Program.
21. Works closely with Maintenance & Operations department to ensure a safe and efficient working environment in the maintenance and operations departments, in compliance with applicable federal, state and local laws.
22. Evaluates and recommends the acquisition of materials, supplies and equipment related to supervised functions, and determine priority repair and maintenance schedules. Advises on and approves work requisitions.
23. Oversee, prepares, reviews, and monitors all appropriate budget plans.
24. Works with Maintenance, Operations & Facilities Use department managing inventory and control of supplies.
25. Confers and advises site and District personnel concerning maintenance and operations concerns.
26. Supervises department compliance with various licensing and certification requirements.
27. Coordinates with Maintenance & Operations department to ensure effective response to maintenance emergencies.
28. Participates in labor disputes as appropriate.
29. Supervises and trains assigned personnel in effective leadership skills, problem solving techniques and proactive communication.
30. Ensures state and local compliance with public bidding procedures, use of vendors, contractors, and etc.
31. Responsible for development, preparation and explanation of the annual facility budget.
32. Performs other duties as assigned.

**QUALIFICATIONS:**

**EDUCATION/TRAINING EXPERIENCE**

- Five years of responsible experience in the maintenance field including five years in a responsible supervisory capacity.
- Education in a recognized college or university or experience related field may be substituted on a year for year for the non-supervisory experience.
- Establish and maintain a strong cohesive working team.
- Accomplished relationship management and interpersonal skills.
- Competent organizational abilities required.
- Direct the work of others in all major functions.
- Demonstrated ability to supervise and evaluate the work of others.

**KNOWLEDGE OF:**

- Principals, methods, trends, procedures and techniques of a large maintenance and operations program including office and personnel management and budgetary practices.
- Methods, practices, equipment and supplies used in school building and grounds maintenance and operations.
- Methods and procedures used in the building trades.
- Laws and regulations pertaining to the construction and repair of school facilities.
- Knowledge of applicable State and Federal regulations.
- Word processing programs, including but not limited to all Microsoft Office products; spreadsheets and databases.
- Principles and practices of administration including office and legal mandates, policies, regulations, and guidelines of maintenance, operations and facilities use.
- Public bid specifications and PCC process, state local and federal building codes, mandates and regulations.

**DESIRABLE SKILLS:**

- Ability to use appropriate safety precautions and procedures.

- Ability to use proper lifting techniques.
- Ability to analyze cost data statistical information for the development of administrative controls and records.
- Ability to comply with the District’s customer services standards.
- Ability to observe, report, and assign need for maintenance and repair.
- Ability to produce oral and written reports.
- Ability to produce and use data bases and spreadsheets including a work order system.
- Ability to communicate effectively with others.
- Ability to speak in public.
- Ability to multi-task in a busy environment.

**LICENSES AND OTHER REQUIREMENTS:**

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.
- Valid medical certificate and first aid card.
- May be subject to pre-employment drug testing and random testing after appointment.
- Must be insured and remain insurable by the District’s insurance carrier.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)  
[BP0415.1 Racial Equity](#)  
[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.