

## Rialto Unified School District

### DIRECTOR, MAINTENANCE AND OPERATIONS

#### DEFINITION

Under the direction of the Associate Superintendent of Business Services, the Director of Maintenance and Operations will direct, plan, coordinate and supervise the District's building and grounds maintenance and custodial operations related functions and activities, and assure efficient and cost-effective departmental operations; supervise and evaluate the activities and performance of assigned personnel; and perform all other related duties as assigned.

#### ESSENTIAL DUTIES

- x Organize, coordinate and direct all activities related to the facilities, maintenance and operational performance and functions to assure safety, economy, effective communications, efficient use of the District's equipment and supply resources to effectively maintain the appearance and condition of buildings, grounds and equipment.
- x Review, evaluate, and monitor the performance of supervisory and lead personnel, and direct and advise on the methods and procedures of needed work, supply and equipment, to assist with solving problems and determine future requirements of personnel and materials.
- x Communicate with District and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors and others concerning facilities maintenance and operations requirements.
- x Prepare and administer the departmental budget; monitor and control expenditures of resources according to established fiscal policies, and administer other funding allocations for capital improvements.
- x Develop District building and design standards, and lead in the development of public bid specifications for facilities construction renovation projects.
- x Lead in the Planning of the District's deferred maintenance program, and implement short and long term programs related to the preventative maintenance of District facilities.
- x Schedule, assign and inspect work of assigned personnel; analyze staffing requirements and make recommendations; schedule and conduct in-service training for staff as needed.
- x Research, analyze and interpret technical data related to large-scale capital improvement and maintenance and operations projects, and make recommendations concerning work to be performed by outside contractors; select and approve the purchasing of equipment and supplies within established guidelines.
- x Review incident and accident investigation reports and determine appropriate action.
- x Insure departmental compliance with a variety of health and safety regulations related to fire hazards, toxic waste removal and asbestos management; assure compliance with local, State and Federal laws, rules and regulations as required.
- x Evaluate and update new technology, theory and practices in the areas of the maintenance and repair of the District's facilities and grounds; monitor new related legislation and revisions to state programs concerning school facilities maintenance and operations.
- x Counsel and advise District personnel and me –A –ĐÀ x Respond, evaluate, and maintain services a District buildings, grounds and equipment.
- x Perform all other related work as assigned or required.

Rialto Unified School District  
DIRECTOR, MAINTENANCE AND OPERATIONS  
Page 2

QUALIFICATIONS

Knowledge of: Methods, techniques, materials and equipment utilized in school facilities