

**TEHAMA COUNTY DEPARTMENT OF EDUCATION  
JOB DESCRIPTION  
DIRECTOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION**

**DEFINITION:**

Under supervision of the Deputy Superintendent, the Director of Maintenance, Operations and Transportation will organize, actively participate and supervise maintenance and operations; prepare and maintain bids and records that relate to facilities; coordinate the activities of the transportation department; and perform related work as required.

**ESSENTIAL FUNCTIONS AND JOB DUTIES:**

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Supervises all maintenance, operations and transportation systems of the Department.
- Provides long range planning for maintenance, operations and transportation departments.
- Determines appropriateness of work order requests, determines timeline and authorizes work to be completed.
- Provides inservice training programs for assigned personnel, as needed.
- Creates, implements and revises an annual budget for expenditures in each department.
- Prepares long range budget planning for capital improvement and replacement equipment.
- Adheres to Department policies regarding purchasing procedures.
- Drafts and coordinates contracts with public and private sources including architects, inspectors, contractors, lease/purchase and lease agreement providers and others; coordinate change orders.
- Plans, organizes, coordinates, evaluates, and supervises the work of assigned staff and supervises the evaluation process within individual departments.
- Inspects work in progress, oversees requisitions and ensures timely completion of maintenance projects.
- Surveys, coordinates and participates in development of time and cost estimates for major repairs or remodeling projects.
- Establishes standards of maintenance and preventative maintenance for building and equipment.
- Ensures that standards consistent with all applicable laws are maintained.

- Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
- Plans, organizes and implements a program of preventive maintenance.
- Maintains transportation records and prepares reports.
- Supervises the work of the bus mechanic, automobile mechanic and vehicle service.
- Oversees purchases of repair parts.
- Maintains all necessary maintenance records for district vehicles.
- Other duties as assigned.
- Drive frequently for department business.

#### QUALIFICATIONS:

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described.

#### Knowledge of:

Planning, organization and direction of the maintenance and repair activities of facilities; construction, engineering, architecture and maintenance management; building codes and other applicable laws, codes, regulations, policies and procedures; custodial practices and procedures; budget preparation and control; oral and written communication skills; principles and practices of administration, supervision and training; interpersonal skills using tact, patience and courtesy.

#### Ability to:

Plan, organize, control and direct the maintenance and repair of school buildings, grounds and associated equipment; operate machinery, small hand tools; develop and administer contracts for minor school construction projects; supervise and evaluate the performance of assigned staff; assure compliance with safety practices and various code requirements; understand blueprints and schematic drawings; communicate effectively both orally and in writing; interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; analyze situations accurately and adopt an effective course of action; meet schedules and time lines; work independently with little direction; plan and organize work; prepare comprehensive narrative and statistical reports; direct the maintenance of a variety of reports and files related to assigned operations and activities.

#### Experience and Education:

High School Diploma; Five (5) years of successful experience in the maintenance, grounds, construction and/or transportation fields; (3)Three years

of supervisory experience.

OTHER REQUIREMENTS:

- Valid California driver's license and evidence of insurance.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Continuous hand-eye coordination and manipulation of large and small objects.
- Continuous use of hands and fingers.
- Frequent lifting of objects weighing up to thirty (30) pounds.
- Frequent sitting, standing and walking.
- Frequent bending, reaching and stretching.
- Frequent pushing, pulling and dragging.
- Frequent kneeling, crouching and squatting.
- Occasional climbing and balancing.
- Requires the ability to hear at close proximity (up to five feet) and at a distance (up to twenty feet); clarity of vision at varying distances; and verbal and written communication in an articulate manner.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.