



TEHAMA COUNTY DEPARTMENT OF EDUCATION

JOB DESCRIPTION

DIRECTOR – MAINTENANCE & OPERATIONS

DEFINITION:

Under general direction this position is responsible for the overall maintenance and operations of the organization.

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, which may be found in positions within this classification.

Supervise all maintenance, custodial, and operations functions of the Department. Provide long range planning for maintenance and operations departments. Determine appropriateness of work orders and determine timeline and authorize work to be completed. Oversee County fleet vehicles including service and maintenance needs. Assess age and condition of County fleet vehicles and make recommendations for replacement. Provide in-service training programs for assigned staff, as needed. Create, implement and revise an annual budget for expenditures in each department. Review and approve requisitions and orders for maintenance and operations including facilities, supplies, and materials. Make recommendations for equipment replacement and acquisition. Prepare long-range budget planning for capital improvement and replacement equipment. Adhere to Department policies regarding purchasing procedures. Draft and coordinate contracts with public and private sources including architects, inspectors, contractors, lease/purchase and lease agreement providers and others; coordinate change orders. Plan, organize, coordinate, evaluate, and supervise the work of assigned staff. Inspect work in progress, oversee requisitions and ensure timely completion of maintenance projects. Survey, coordinate and participate in development of time and cost estimates for major repairs or remodeling projects. Establish standards of maintenance and preventative maintenance for building and equipment. Ensure that standards are consistent with all applicable laws and are maintained. Inspect all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained. Plan, organize and implement a program of preventive maintenance. Other duties as assigned. Drive frequently for department business.

EXPERIENCE AND EDUCATION:

Any combination of education, training, and experience that demonstrates the ability to perform the duties and responsibilities as described; Equivalent to the completion of the twelfth (12th) grade supplemented by training in maintenance and/or operations. Successful experience in the maintenance, grounds, construction and/or transportation fields including supervisory experience. Valid California driver's license and evidence of insurance.

KNOWLEDGE OF:

Planning, organization and direction of the maintenance and repair activities of facilities. Construction, engineering, architecture and maintenance management regulations and processes. Building codes and other applicable laws, codes, regulations, policies and procedures. Custodial practices and procedures. Budget preparation and control. 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 equipment and tools related to maintenance and general construction as needed. Develop and administer contracts for school construction projects. Supervise and evaluate the performance of assigned staff. Assure compliance with safety practices and various



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code requirements. Prepare, interpret and work from plans, specifications, schematics, diagrams, and 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. Prepare comprehensive narrative and statistical reports. Maintain a variety of reports and files related to assigned operations and activities. Work flexible hours and be available for evening events, supervision of personnel, and alarm issues. Maintain positive relationships demanded in a public service agency.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and evidence of insurance. Drive frequently for Department business using own transportation.

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.

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APPROVED

Print Name: Chinny Clawson Title: Director, Human Resource Services

Signature: 