

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER-MAINTENANCE AND OPERATIONS

BASIC FUNCTION:

Under the direction of the Director-Maintenance and Operations, plan, organize and direct the activities and operations of the maintenance department; coordinate and manage a comprehensive grounds maintenance and custodial care program for buildings and grounds areas owned or operated by the District; plan and present in-service training programs; evaluate and test products and equipment; assist and advise site administrators with regard to building care and cleaning of the site and personnel issues; train and supervise the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

Plan, organize and direct the activities and operations of the maintenance department; coordinate and manage a comprehensive grounds maintenance and custodial care program for buildings and grounds areas owned or operated by the District; provide timely and consistent services for District properties; review and inspect work in progress and completed projects to assure compliance with related federal, State and District rules, regulations and work orders.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; assist and advise site administrators and other staff members regarding the screening, hiring, and evaluation of staff and matters requiring corrective personnel action.

Provide technical expertise, information, and assistance to the Director regarding assigned functions; participate in the formulation and development of policies, procedures, and programs as requested.

Prepare and maintain a variety of reports, records, and files related to assigned activities and personnel; communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Confer with District personnel regarding maintenance needs; review maintenance reports and work orders to determine materials, labor and time requirements; maintain an accurate inventory and accounting of maintenance department parts, supplies, and tools; confer with administrators and supervisors regarding the care, cleaning, and maintenance of facilities; assist administrators in the development of maintenance standards.

Research, test, and demonstrate new supplies and equipment; make recommendations regarding the purchase of new supplies and equipment.

Review scheduled work at various sites; prioritize and coordinate duties and assignments to assure effective workflow and facility operations; conduct scheduled site inspections; inspect completed work by employees for accuracy and compliance with instructions and established standards.

Work from verbal and written instructions, review blueprints, sketches, specifications, and work orders; review work at District sites as needed; assist in the preparation and distribution of bidding materials for outside contracts; work from blueprints, shop drawings and sketches.

Participate in the development and preparation of the annual preliminary budget for the maintenance and grounds department.

Develop and conduct staff orientations and trainings for new personnel; deliver a variety of informational and instructional meetings and programs for staff to assure safe and proper work practices, cleanliness and appearance; conduct in-service programs for the proper operation and maintenance of equipment;

Attend a variety of meetings, workshops, and conferences to maintain current knowledge of laws, codes, rules, and regulations; represent the maintenance department at District level meetings.

Operate a variety of office equipment including a computer and assigned software to prepare and maintain a variety of reports, records, and files related to assigned activities.

Operate and maintain power and hand tools and motorized equipment used in grounds maintenance activities and a variety of custodial equipment including a floor stripper, buffer, vacuum cleaner, and small power and hand tools.

Respond to emergency and non-emergency calls as needed; assure substitute coverage as necessary.

Drive a vehicle to visit work sites

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, equipment, materials, tools, terminology, and equipment used in maintenance, grounds, gardening and custodial work.

Requirements of maintaining buildings and facilities in a safe, clean, good repair and orderly condition.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

Building construction.

Grounds maintenance procedures including mowing, edging, raking, and weeding.

Irrigation systems, computerized time clocks and various types of sprinkler heads.

Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.

Pruning techniques and methods.

Methods and materials used in controlling pests, insects, and weeds.

Modern cleaning methods including methods of cleaning floors, blackboards, carpets, furniture, walls, and fixtures.

Cost estimates and specifications.

Technical aspects of maintenance work.

Principles and practices of supervision and training.

Record-keeping techniques.

Budget preparation and control.

Oral and written communication skills.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Plan, organize, and manage the operations and activities of the maintenance, grounds, and custodial departments.

Confer with site administrators and supervisor regarding maintenance, grounds, and custodial needs, schedules and concerns.

Research and test new supplies and equipment.

Demonstrate various cleaning materials and methods.

Operate hand and power tools and other equipment used in maintenance.

Apply fertilizers and pest control methods to control and eradicate weeds, insects, and other pests.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan, organize, and work independently with little direction.

Prepare and present oral presentations.

Prepare comprehensive records and reports.

Estimate cost of materials and labor.

Read, understand, and work landscape blueprints, shop drawings, and sketches.

Inspect facilities for maintenance and repair needs.

Train and supervise the performance of assigned personnel.

Maintain consistent, punctual, and regular attendance.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Operate a computer and assigned office equipment.

Observe legal and defensive driving practices.

See to perform inspections and maintenance work.

Stand and walk for extended periods of time.

Use proper lifting methods.

Climb ladders and work from heights.

Kneel or crouch.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school supplemented by completion of an approved trades apprenticeship program and six years of journey-level trades experience including a minimum of two-five years experience in a supervisory or lead capacity; increasingly responsible experience in custodial work

Any combination equivalent to: four years of increasingly responsible grounds maintenance experience including two years in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Floor lift and arm lift 53-pounds.

WORKING CONDITIONS:**ENVIRONMENT:**

Office and outdoor work environment.

Driving a vehicle to conduct work.

HAZARDS:

Working in a cramped or restrictive work chamber.

Working around and with machinery having moving parts.