

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Maintenance Services	REPORTS TO:	Executive Director, Auxiliary Services
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	028
REVISED:	July 30, 2009		

BASIC FUNCTION:

Manage the functions, staff, and systems that support and serve Physical Plant Operations to include custodial, landscaping, maintenance, repair and alterations for all district sites; manage the function of the central trades unit; coordinate and supervise the work of custodial, landscaping, and maintenance personnel; assure that buildings and grounds are clean, safe, maintained, and fully operational.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Assist the Executive Director, Auxiliary Services, with implementing the programs of construction, maintenance, and operation of the district's capital assets. *E*

Supervise, plan, and assign the activities of zone managers and staff engaged in maintenance, custodial, and landscape functions, and respond to problems and emergencies as they arise; oversee crews providing emergency repairs, facility and landscape maintenance, and cleaning of buildings. *E*

Coordinate operations including facilities engineering, maintenance, repair, installations, alterations and capital improvements for all facilities; assure that operations and maintenance activities are aligned with district initiatives as well as the master plan for each school. *E*

Oversee and monitor all aspects of maintenance operations including budgets, work order submission, distribution, and completion; cleaning of facilities and grounds maintenance, preventative maintenance for facilities and equipment, customer satisfaction, and resource management. *E*

Manage the central trades in the delivery of large, district-wide projects. *E*

Stay abreast of local, state and federal regulations which govern the operation of public school facilities; assure that all facilities within the zone are in compliance with local, state, and federal regulations. *E*

Conduct periodic inspections of buildings and grounds to ascertain conformance to established work rules, building codes and performance objectives. *E*

Communicate with administrators, district leadership, staff, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effectiveness and efficient management controls. *E*

Establish and maintain effective working relationships with other groups within the department, labor organizations, and district personnel; convey information pertaining to the school master plan and status of requested work. *E*

Ensure that resources are shared between zones and organizations within Physical Plant Operations to achieve the objectives outlined in the mission statements of the department and district; keep abreast of the latest developments in the operation and maintenance of multiple facilities and investigate possible improvements in material and equipment selection and work methods. *E*

Maintain records and reports pertaining to current service delivery, continuous improvement, and strategic intent for future performance improvements. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a master's degree in business administration or related field and seven years of recent, directly related, progressively responsible experience including supervising personnel involved in the construction, repair, maintenance, landscaping, and custodial operations of multiple physical facilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organizational development principles and practices.

Program management activities of custodial, landscape and maintenance services.

Principles, practices and techniques employed in the operation and maintenance of a large complex of public, commercial or industrial buildings.

Local, state and federal safety regulations, standards and occupational hazards applicable to the maintenance of public or industrial facilities.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision, and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience, and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide leadership and direction in assigned functions.

Plan, organize, control and direct the daily program management activities of custodial, landscaping and maintenance services.

Manage central trades' larger district-wide projects.
Manage labor, material, and time factors involved in a variety of building and grounds maintenance projects.
Initiate concepts for action, analyze problems, and make decisions.
Monitor complex budgets.
Interview, hire, train, develop, and evaluate the performance of assigned staff.
Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain cooperative and effective working relationships with others including the public.
Analyze situations accurately and adopt an effective course of action.
Direct the maintenance of a variety of reports and files related to assigned activities.
Effectively execute a district wide preventative maintenance program.
Compile and evaluate data and report on regional operations and service delivery status.
Develop and implement strategic plans for improvement.
Estimate labor and material costs.
Resolve administrative issues.
Receive, utilize, and provide corrective action and constructive criticism.
Communicate effectively, both orally and in writing.
Operate a computer and assigned software.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Office and school sites, indoor and outdoor environments.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

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