

PERRIS UNION HIGH SCHOOL DISTRICT

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Board Approved: May 17, 2017  
Salary Schedule: 261; Row: 3

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

**JOB TITLE: ASSISTANT DIRECTOR OF MAINTENANCE AND OPERATIONS**

**JOB PURPOSE STATEMENT:** Under the direction of the Director of Facilities Services, the Assistant Director is responsible for assisting the Director of Facilities Services and providing custodial, grounds, and maintenance personnel with training programs and the technical skills necessary to establish and implement the District's standards for building and grounds care.

**JOB FUNCTIONS:**

- Plans, organizes, coordinates and oversees day-to-day maintenance and operations activities to ensure the proper and efficient maintenance and repair of district buildings and facilities.
- Work collaboratively with other leaders in Maintenance and Operations and participate in local, regional, and state groups and organizations to modify or adapt systems or programs for the purposes of meeting ongoing procedural and technological change within the District
- Prepares and delivers reports and presentations to the Board and community as needed
- Trains, supervises and evaluates the performance of assigned staff. Assigns and reviews work, and participates in the selection of new personnel as appropriate.
- Assists in the supervision and evaluation of the District Plant Supervisors
- Conducts inspections of buildings and facilities to determine maintenance and repair needs, and establishes appropriate maintenance, groundskeeping, security and custodial requirements for each school building and facility to include a systematic preventative maintenance program.
- Develops and prepares work schedules, reviews maintenance reports and work orders, prioritizes and coordinates duties and assignments to ensure effective workflow and facilitate operations; coordinates responses to emergency calls.

JOB FUNCTIONS - continued:

- Effectively manage personnel and financial resources to support district operations and goals
- Plans for and directs the purchase of needed equipment, materials and supplies for the district maintenance operations; requisitions a wide variety of supplies, maintenance tools and equipment. When required, initiates the process for competitive proposals and bidding as needed.
- Maintains current knowledge of trends in Maintenance and Operations
- Ensures that the district is compliant with all appropriate laws, codes, and regulations regarding construction, building safety, and safe work practices
- Prepare cost estimates of materials, equipment and labor for all Maintenance and Operations projects
- Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained. Inspects and documents work by contractors to include courses of action to achieve district needs.
- Recommend training methods and work schedules for Maintenance and Operations personnel
- Check and approve all timecards of personnel as necessary
- Establish and maintain effective working relationships with staff, students, parents, and community members
- Perform other related duties as assigned

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Demonstrates a thorough knowledge of at least three building trades
- Building and safety codes
- Sound business management and practices
- Laws and policies related to field of operation
- District policies, rules and regulations pertaining to assigned area

KNOWLEDGE AND ABILITIES - continued:

Ability to:

- Be adaptable to changing priorities and schedules
- Understand and follow oral and written instructions
- Use correct English, grammar, spelling, vocabulary, and math
- Communicate effectively both orally and in writing
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Analyze situations accurately and adopt an effective course of action
- Demonstrate use of good judgment in decision-making processes
- Meet schedules and time lines
- Understand and carry out both verbal and written instructions in an independent manner
- Work independently with little direction and provide work direction to others
- Use interpersonal techniques with tact, patience and courtesy
- Work collaboratively in a team environment
- Prioritize workload and conflicting demands
- Promote workplace diversity and a positive work environment
- Work effectively in a demanding environment
- Maintain consistent, punctual and regular attendance

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to communicate and obtain information in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit (for sustained periods of time), stand, stoop, kneel, bend, lift up to (50 pounds), carry up to (50 pounds) and walk

**JOB TITLE: ASSISTANT DIRECTOR, MAINTENANCE AND OPERATIONS**

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PHYSICAL ABILITIES - continued:

- Able to climb slopes, stairs, steps, ramps and ladders
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's Degree in business administration or related field, additional years of qualifying experience may be substituted for the required education on year for year basis

Experience:

- Minimum of eight (8) years of varied, responsible and successful experience in the field of facility maintenance, construction, grounds keeping, or gardening.
- Three (3) years in a supervisory capacity

Licenses/Certificates/Bonding, and/or testing:

- TB Clearance
- Drug/Alcohol Clearance
- Valid Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Management Position