

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

MAINTENANCE AND OPERATIONS MANAGER

District Office - Classified Management

DEFINITION OF POSITION

Under the direction of the Executive Director of Facilities, Maintenance, and Operations, the Maintenance and Operations Manager plans, organizes, and supervises the maintenance, repair, alteration, and cleaning of District buildings and grounds and landscaped areas; performs all related work as required.

EXAMPLES OF DUTIES

- Assists the Executive Director of Facilities, Maintenance, and Operations in planning and coordinating the work of maintenance personnel in the maintenance, repair, and remodeling of school buildings, including carpentry, painting, plumbing, heating and air conditioning, and electrical work within Quality Standards.
- Reviews requests, determines priority, and assigns work orders to maintenance personnel and assists them in solving problems that arise.
- Plans and directs the maintenance of all landscaped grounds, playing fields, and hard surfaces in the District and supervises the work of grounds personnel.
- Establishes night custodial routes by reviewing the needs of the school site and applying district standards.
- Develops and implements cleaning methods used by custodians.
- Oversees the purchasing of custodial supplies and equipment.
- Supervises and evaluates night custodial staff, using district custodial standards with input from the site administrator.
- Manages the substitute custodian pool.
- Responds to emergency calls at all hours.
- Establishes standards of performance, measures of accountability, and evaluates assigned maintenance, grounds, and custodial personnel. Implements disciplinary action as needed.
- Performs skilled maintenance trades, equipment operation, grounds, and custodial work, as needed to provide training, to respond to emergencies and in the absence of departmental personnel.
- Assists Executive Director of Facilities, Maintenance, and Operations in coordination of District emergency preparedness plan.
- Executes Maintenance and Operations budget.
- Performs other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Methods, materials, tools, and equipment used in the building trades, grounds maintenance and

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custodial services;

- Knowledge of Uniform Building, Plumbing and Electrical Codes, as well as State and County health codes relating to the construction and alteration of school facilities;
- Principles of scheduling, planning, and evaluating the work of a school district custodial force;
- Principles of leadership, supervision, and training;
- Budgetary and organized record-keeping practices;
- Safe work practices and safety regulations.

Ability to:

- Communicate clearly, concisely and effectively, both orally and in writing English. Spanish oral and written skills strongly desired;
- Continuously monitor and evaluate the efficiency and effectiveness of department services;
- Identify opportunities for improvement;
- Interpret laws, rules, regulations, and policies related to construction and housing needs;
- Read and interpret blueprints, mechanical, electrical, civil and structural drawings, plans and sketches;
- Operate a computer and modern software to develop, direct and maintain custodial routes;
- Understand and follow oral and written instructions;
- Establish and maintain positive and effective working relationships with those contacted in the course of work;
- Work independently with limited supervision;
- Analyze situations accurately and adopt an effective course of action;
- Plan and organize to meet schedules and timelines in an environment with constantly changing priorities.

EXPERIENCE/EDUCATION

- High School diploma or equivalent, with some college or vocational training preferred.
- A minimum of five years of custodial or maintenance experience.
- At least two years of supervisory experience desired, but not required.
- Asbestos Hazard Emergency Response Act (AHERA) Designated Person Certification strongly desired or to be completed within 6 months of employment.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Occasionally

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Standing/walking: Frequently
Waist bending: Occasionally to frequently
Neck bending: Occasionally
Squatting: Frequently
Climbing: Occasionally to frequently
Kneeling: Occasionally to frequently
Crawling: Occasionally to frequently
Neck twisting: Occasionally to frequently
Waist twisting: Occasionally to frequently
Pushing/pulling: Occasionally – up to 150 lbs. at a time
Running: Rarely

Reaching:

Above shoulder: Occasionally to frequently
Below shoulder: Occasionally to frequently

Lifting/Carrying:

0-40 lbs: Frequently – weights carried 50 to 100 feet at a time
41+ lbs: Occasionally

Hand Activities:

Repetitive hand use: Occasionally
Simple grasping: Frequently
Power grasping: Frequently
Fine manipulation: Frequently
Hand and arm twisting/turning: Frequently
Computer operations/writing: Frequently

OTHER REQUIREMENTS

- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current COVID-19 mandates
- Completion of mandated trainings
- Ability to drive to multiple locations

BOT 7/19/2023