

ADMINISTRATION**DIRECTOR OF MAINTENANCE AND OPERATIONS- CLASSIFIED****DESCRIPTION OF POSITION**

Under direct supervision of the Assistant Superintendent, Business Services, the Director of Maintenance and Operations supervises all maintenance personnel; assists Principals with custodial services; maintains equipment and buildings in good operating conditions; and maintains warehouse in an orderly manner.

MAJOR DUTIES AND RESPONSIBILITIES

1. In consultation with Principals and Administrators, plans, coordinates and supervises the custodial services of all District buildings and related facilities.
2. Assists principals and administrators, as needed, with improving custodial services.
3. Provides or secures technical advice for the cleaning and preservation of all District buildings.
4. Inspects school buildings and grounds for health and safety standards compliance.
5. Provides technical advice for the cleaning and preservation of all District buildings.
6. Evaluates maintenance staff.
7. Assists in the recruitment and hiring of all custodial and maintenance staff.
8. Schedules vacations of all maintenance personnel.
9. Assigns maintenance staff to special tasks and adjusts workloads where necessary.
10. Assists principals in assigning custodial staff to special tasks and adjusting workloads.
11. Works through the head custodians at the high school and middle schools to achieve needed services.
12. Develops summer work schedule and crews.
13. Keeps the schools in good appearance.
14. Responsible for inservice of custodial and maintenance staff.
15. Orders and secures needed supplies and services within the scope of the budget.

16. Researches the best available contractors and calls for various repairs.
17. Directly responsible for the maintenance of buildings and grounds throughout the District.
18. Develops, supervises, and monitors District's energy management program.
19. Attends and participates in board of education, staff, state agency, city, county, and community meetings as required.
20. Directs the District's Risk Management and Safety Program including SB 198 and AHERA compliance
21. Prepares and maintains Deferred Maintenance Projects and records.
22. Directs District's Disaster Preparedness Program.
23. Understands and uses confidentiality appropriately.
24. Performs other duties as assigned by the Superintendent.

RESPONSIBLE TO/FOR

The Director of Maintenance is directly responsible to the Assistant Superintendent, Business Services, for the maintenance staff and the maintenance of buildings and grounds throughout the district.

The following district personnel are directly responsible to the Director of Maintenance and Operations:

1. Maintenance Staff

MEASUREMENT OF EFFECTIVE PERFORMANCE

1. Successful accomplishment of major duties and responsibilities listed above.
2. Successful accomplishment of the objectives agreed to between the Director of Maintenance and the Assistant Superintendent, Business Services

SALARY AND WORK YEAR

The Director of Maintenance will be placed on the appropriate step of the Classified Management salary schedule and be assigned a work year of 225 days.

Policy adopted: 12/06/83
 Policy revised: 03/03/92
 Policy revised: 02/04/97

COTATI-ROHNERT PARK
 UNIFIED SCHOOL DISTRICT