



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**DIRECTOR – MAINTENANCE AND OPERATIONS**

**DEPARTMENT/SITE:** Maintenance and  
Operations

**SALARY SCHEDULE:** Classified Management

**SALARY RANGE:** 31

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Deputy Superintendent

**FLSA:** Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Deputy Superintendent, the Director of Maintenance and Operations directs maintenance, custodial and grounds services; provides information and serves as a resource to others; achieves defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serves as a member of the leadership team. The incumbent in this classification provides the school community with building maintenance services to keep schools and other facilities operational which directly supports student learning and achievement.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

- Acts as the District representative to architects, engineers, contractors, and governmental agencies for all construction related activities to ensure that jobs are completed efficiently, specifications are within regulatory requirements, and to approve inspection reports and payment requests.
- Collaborates with internal and external personnel (e.g., other administrators, public agencies, community members) to implement and/or maintain services and programs.
- Develops long and short-term plans and activities including recommendations for the allocation and prioritization of resources by documenting activities, providing written reference, and/or conveying information.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes to provide services within established timeframes and in compliance with related requirements.
- Monitors and reviews all existing and proposed laws to ensure district compliance with established guidelines.
- Monitors budget allocations, expenditures, fund balances, and related financial activities to ensure that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Participates in meetings, workshops, and seminars to convey and/or gather information required to perform functions.
- Performs personnel functions (e.g., interviewing, selecting, evaluating, supervising, disciplining, terminating) to maintain adequate staffing, enhance productivity of personnel, and achieve objectives within budget.
- Prepares reports for the Superintendent to provide advice and evaluation in the areas of responsibility.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work

unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Pertinent laws, codes, policies, and/or regulations such as Cal OSHA, Uniform Building Code, and Department of Industrial Relations, Public Contracts Codes, Education Code, fire, and safety
- Organization and direction of facilities management and planning activities
- Methods, materials, and equipment used in all aspects of maintenance, grounds, and custodial work
- Building construction practices and laws governing the construction, maintenance and repair of schools and public buildings
- Blueprint reading and construction drawings interpretation
- Principles and practices of management and supervision
- Personnel processes
- Budgeting principles and practices
- Principles of contract/purchase order management
- English usage, grammar, punctuation, and spelling
- Computer usage and pertinent software

### **Skills and Abilities to:**

- Plan and manage projects and programs
- Oversee program financial activities
- Prepare and maintain accurate records
- Administer personnel policies and procedures
- Flexibility to work with multiple projects, frequent interruptions, and changing work priorities
- Establish and maintain effective working relationships
- Independently problem solve by analyzing issues and creating action plans
- Respond effectively to emergency situations and assist with emergency management
- Meet deadlines and schedules
- Set priorities
- Work with detailed information/data and maintain accurate records
- Maintain confidentiality
- Communicate effectively orally and in writing, including facilitating communication between persons with frequently divergent positions

## **RESPONSIBILITY:**

Responsibilities include working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

## **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

Bachelor's degree or higher from a nationally accredited college or university, in the field of industrial technology, or related field.

### **EXPERIENCE REQUIRED:**

Five (5) years of increasingly responsible experience in the maintenance and construction of buildings, grounds,

and facilities including supervisory responsibility.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License to drive to various district sites.
- Qualified Applicator's License\*

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- AHERA Certification\*
- Water Distributor's Certificate (D1)\*
- Water Treatment Operator Certification (T1)\*
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)

\*Must be obtained within 6 months of employment

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- The job is performed under minimal temperature variations and in a generally hazard free environment
- Requires sitting, walking, and standing
- Occasional lifting, carrying, pushing, and/or pulling
- Stooping/crouching, reaching/handling, bending at the waist, kneeling, or crawling to retrieve and store materials
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen