

**Tulare County Office of Education**  
**JOB DESCRIPTION**

***JOB TITLE: Director of Maintenance and Operations (1752)***

**Job Summary:**

The job of Director of Maintenance and Operations is done for the purpose(s) of ensuring that the departmental work goals are met; services are provided in an efficient manner; staff utilizes appropriate procedures and safe practices; new construction and contracted repair and remodel projects are completed efficiently and within regulatory guidelines and project deadlines.

**Essential Job Functions:**

- ▶ Organizes assigned personnel and work orders to maintain clean and well-repaired buildings
- ▶ Confers with administrators, vendors, architects, and engineers to maintain, alter, and improve various school sites
- ▶ Supervises new construction, contracted repairs, remodeling projects to maintain, alter, and improve various school sites
- ▶ Develops maintenance budget, supply orders, estimates on jobs, and bid specifications on new projects to secure supplies and adhere to the budget
- ▶ Evaluates assigned personnel complaints to comply with personnel practices and solve problems
- ▶ Schedules preventative maintenance service of vendors to maintain equipment and buildings
- ▶ Trains custodial and maintenance personnel to maintain equipment and buildings
- ▶ Performs carpentry, painting, welding, cleaning, inspections, repairs, electrical and concrete work to maintain equipment and buildings
- ▶ Moves supplies, furniture and files to transfer items needed for operation at sites.

**Essential Job Requirements - Qualifications:**

**Experience Required:**

- ▶ Four years of increasingly responsible maintenance or skilled trades experience including one year in a lead capacity.

**Skills, Knowledge and/or Abilities Required:**

▶ **Knowledge of:**

- principals and methods for the maintenance and repair of school facilities to include repair, maintenance, custodial and grounds keeping
- applicable local and state building codes and safety regulations
- methods and materials utilized by the various building trades in the repair and maintenance of building facilities
- principals and techniques of supervision, training, and performance evaluations
- principals and concepts of budget preparation and administration

▶ **Ability to:**

- plan, coordinate, and schedule the workload of maintenance and custodial staff at multiple facility locations
- perform skilled maintenance work in more than one of the maintenance areas
- perform heavy physical labor.

**Education Required:**

- ▶ Equivalent to the completion of the twelfth grade.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ A California Driver's License and proof of automobile insurance.

**November 1997**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.