

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: DIRECTOR OF FACILITIES AND TRANSPORTATION

DEFINITION: Under the supervision of the Assistant Superintendent, plan, coordinate, direct and supervise the District's capital facilities program; provide leadership and direction for the District's pupil transportation program. Major areas of responsibility include project management, long-range demographic planning, property management and development, building maintenance, grounds maintenance, custodial operations, transportation operations, emergency services, hazardous material management, contract administration, and all aspects of public works projects.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Plan, coordinate, and direct facility maintenance, modernization, construction, grounds and transportation projects
- Ensure compliance with applicable federal, state, and local mandates governing environmental protection, hazards to buildings and building occupants, public safety, and access compliance
- Develop and maintain high standards for all departmental services and regularly analyze and monitor to ensure accountability
- Direct, supervise, and evaluate the maintenance, grounds, and transportation employees
- Oversee custodial employees in conjunction with school site administrators, including random supervisory evening site visits
- Plan and supervise all aspects of the student transportation program in coordination with the Transportation Supervisor
- Provide training and professional development to departmental employees
- Regularly inspect and evaluate District facilities, prepare long and short range plans
- Coordinate all work orders, special projects and preventive maintenance
- Assist with preparation of budgets and budget proposals for maintenance, deferred maintenance, repair and site improvement projects
- Assist with architects, technical consultants, contractors, and appropriate local and state agencies to help develop projects, work plans and cost estimates
- Assist with preparation, administration and supervision of plans, cost estimates, specifications, bid forms, and contracts for labor, material and services including all activities related to doing public bids
- Estimate costs of work for maintenance and capital improvement projects
- Conduct a preventative maintenance program, and prepare recommendations for equipment and facility repair and replacement
- Inspect the condition of athletic fields and landscaping
- Assign staff to ensure that athletic fields are ready for use and landscaped areas are properly maintained
- Prepare the department budget for district maintenance, grounds and custodial upkeep
- Assign, prioritize, and inspect work
- Monitor overtime costs and make staffing recommendations accordingly
- Meet with and advise the school principals and staff on transportation, maintenance, grounds, custodial, and construction issues
- Prepare reports and maintain records as needed including items such as Material Safety Data Sheets and AHERA (asbestos inspections)
- Requisition and maintain inventory of maintenance and custodial materials, supplies and equipment

POSITION TITLE: DIRECTOR OF FACILITIES AND TRANSPORTATION, Continued

- Assist in supervising the District-wide facility use program
- Assist with maintenance of District energy management system, including programming school schedules and checking operation of systems
- Direct the preparation of facilities for special events
- Direct the summer maintenance and cleaning program
- Authorize the vacation schedules for department staff
- Respond to emergencies quickly and calmly and make appropriate decisions
- Authorize and review for accuracy all staff attendance forms
- Assist the District's Safety Administrator, in execution of District emergency and school site safety plans, including appropriate ongoing staff training and documentation
- Maintain an integrated pest management program in accordance with State regulations
- Assign substitutes as necessary in accordance with the Human Resource Office
- Assist in the selection or recommendations for employment of all departmental personnel
- Other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods, practices, equipment, supplies and procedures in the operational fields of school building services, grounds, maintenance, custodial, automotive, and school transportation service
- Public construction projects and the formal bidding process
- Building safety regulations, including laws relating to building construction and safety
- Landscaping, plant propagation, soils, pesticides, herbicides, fertilizers, and landscaping equipment
- Facilities maintenance and construction management
- Custodial maintenance practices and procedures
- Building security systems, anti-intrusion, and theft prevention methods
- Energy management and utilities conservation measures
- California State Architect and Office of Public School Instruction procedures
- California Administrative Code, California Education Code, Building Codes, Health and Safety Codes, Public Contract Codes, CSF's relating to health, safety, hazardous materials and handicapped access, and related codes of regulations as may be required in application to construction, maintenance and modification of school buildings
- Transportation laws and compliance pertaining to schools and student transportation
- Methods, tools and equipment employed in the repair of district vehicles
- Budget preparation/management and record keeping practices
- Fiscal management
- Current technology, software applications, office methods and practices
- Contract development and administration
- Journeyman's tools and their proper use
- Principles and practices of effective supervision and training
- Labor agreements, FLSA (Fair Labor Standards Act), and personnel management

Ability to:

- Provide leadership and effectively direct the work of others
- Plan, organize, supervise, and evaluate the work of others
- Lead collaborative planning and project implementation efforts
- Establish and implement training schedules
- Understand and carry out oral and written instructions

POSITION TITLE: DIRECTOR OF FACILITIES AND TRANSPORTATION, *Continued*

- Develop and maintain cooperative working relations with those contacted in the course of work.
- Compile and maintain work schedules and submit reports
- Estimate amounts of material and labor required for jobs
- Read plans and specifications and interpret them
- Make mathematical calculations with speed and accuracy
- Exercise safe driving practices and maintain a safe driving record
- Obtain AHERA inspection certification, hazardous materials certificate
- Understand and implement policy or regulations such as hazard communications
- Communicate clearly and concisely

EDUCATION AND EXPERIENCE:

- Education and experience equivalent to a Bachelor's degree that would demonstrate possession of the knowledge and abilities listed herein; for example, demonstrable, paid experience in industrial management, building construction, maintenance work or a related field, that includes supervisory and management experience
- Use of journeyman's tools and a journeyman's level of skill in at least one field
- Combination of three years of paid experience in building, repair, maintenance, transportation and custodial work
- Minimum of three years of paid lead/supervisory experience
- School district experience preferred with responsibility for maintenance, facilities, and transportation

PHYSICAL REQUIREMENTS: of this position are, but not limited to, the following;

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of reading laws and codes, rules, reading work orders, diagrams, labels and other printed material and policies, and other related matter
- Hear and understand speech at normal levels in person, on the telephone and on a two-way radio
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so other will understand
- Communicate using the telephone and radio
- Bend, twist, kneel and/or stoop
- Operate hand tools, mechanical equipment and power tools, as well as District vehicles, with dexterity
- Lift and carry 75 lbs. and to occasionally lift/carry equipment and supplies weighing up to 80 lbs
- Wear appropriate safety equipment including mask, respirator, safety glasses and/or goggles; ear protectors, protective hat, gloves, coveralls, etc. as required
- Reach in all directions
- Think clearly and rationally to solve problems
- Stand/work on ladder for extended periods of time
- Drive various automatic or manual transmission vehicles
- Meet the travel requirements of the position

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WORKING CONDITIONS:

Position requires irregular schedule involving both night and day shifts. Indoor and outdoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment, working with potentially hazardous asbestos-containing materials/equipment, solvents, paints, grease, oil, and other chemicals

LICENSE OR CERTIFICATES:

- Valid California Driver's license
- Valid AHERA inspection certification within one year of hire
- Valid CPR/First Aid Certification desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans with Disabilities Act regarding reasonable accommodation procedures