

## SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

### CLASS TITLE: MAINTENANCE, OPERATIONS, AND TRANSPORTATION MANAGER

**REPORTS TO:** Assigned administrator  
**SUPERVISES:** Has supervisory responsibilities

#### **BASIC FUNCTION:**

Under the direction of an assigned administrator, plan, organize and direct operations and activities involved in the cleaning, maintenance and repair of SLOCOE buildings, facilities and equipment, and SLOCOE transportation operations; coordinate and direct personnel, communications and information to meet SLOCOE-needs and assure smooth and efficient activities; supervise, train and evaluate the performance of assigned personnel.

#### **QUALIFICATIONS:**

Required:

1. Any combination equivalent to: graduation from high school and five years journey-level experience in one or more of the building maintenance trades including two years in a lead capacity, and one year in transportation fleet management.
2. A valid California driver's license.
3. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

#### **KNOWLEDGE AND ABILITY:**

KNOWLEDGE OF:

1. Organization and direction of the operations and activities involved in the cleaning, maintenance and repair of SLOCOE buildings, facilities and equipment, and school transportation operations.
2. Proper methods, techniques, materials, tools and equipment used in current custodial work and the building maintenance trades.
3. Requirements of maintaining buildings, facilities and equipment in good repair.
4. Requirements of operating and maintaining school-related and fleet transportation services, driver training, licensing, and testing.
5. Applicable building codes, ordinances, requirements, regulations and safety precautions.
6. Inventory practices and procedures.
7. Requirements of maintaining buildings, facilities and equipment in good repair.
8. Policies and objectives of assigned programs and activities.
9. Oral and written communication skills.
10. Applicable laws, codes, rules, regulations, policies and procedures.
11. Record-keeping and report preparation techniques.
12. Principles and practices of supervision and training.
13. Interpersonal skills using tact, patience and courtesy.
14. Operation of a computer and assigned software.

ABILITY TO:

15. Organize and direct operations and activities involved in the cleaning, maintenance and repair of SLOCOE buildings, facilities and equipment, and transportation operations.
16. Coordinate personnel, communications and information to meet SLOCOE needs and assure smooth and efficient activities.
17. Plan, schedule and maintain school bus and vehicle fleet equipment.
18. Train and evaluate the performance of assigned personnel.
19. Receive, prioritize and coordinate response to work orders.
20. Estimate material, labor, equipment and time requirements.
21. Supervise and participate in installation, maintenance and repair projects in carpentry, electrical

- work, HVAC, construction, plumbing and painting.
22. Operate and maintain a wide variety of hand and power tools and equipment.
  23. Monitor and assure adequate levels of maintenance and custodial equipment and supplies.
  24. Communicate effectively both orally and in writing.
  25. Interpret, apply and explain rules, regulations, policies and procedures.
  26. Establish and maintain cooperative and effective working relationships with others.
  27. Operate a computer and assigned software.
  28. Determine appropriate action within clearly defined guidelines.
  29. Meet schedules and time lines.
  30. Work independently with little direction.
  31. Plan and organize work.
  32. Oversee and participate in the preparation and maintenance of various records and reports.

**ESSENTIAL FUNCTIONS:**

1. Plan, organize and direct operations and activities involved in the cleaning, maintenance and repair of SLOCOE buildings, facilities and equipment; develop and implement cleaning, maintenance and repair programs, projects and related activities.
2. Coordinate and direct assigned personnel, communications and information to meet SLOCOE-needs and assure smooth and efficient activities.
3. Coordinate and direct activities to assure SLOCOE-facilities are cleaned and maintained in a safe and orderly condition; organize, direct and participate in the cleaning of classrooms, lounges, offices, restrooms, hallways and other facilities; assure proper pick up and disposal of waste and debris.
4. Supervise SLOCOE daily transportation operations including community school student transportation and SLOCOE white fleet vehicle operations; coordinate scheduled maintenance on vehicles; participate in development and implementation of community school bus routes. Assist in assuring related functions comply with established laws, codes, ordinances, rules, regulations, policies and procedures.
5. Supervise, train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures. Assure employee understanding of established requirements.
6. Receive, prioritize and coordinate response to work orders; monitor progress of custodial, maintenance and repair projects, and transportation systems; inspect completed projects for accuracy, completeness and compliance with established work orders and specifications.
7. Estimate labor, materials and equipment needed for assigned functions; compile and prepare cost estimates; monitor and assure adequate levels of equipment and supplies; research and coordinate the purchase of equipment and supplies as needed; initiate recruitment activities as appropriate.
8. Plan, supervise and participate in installation, maintenance and repair projects in carpentry, electrical work, HVAC, construction, plumbing and painting; oversee the troubleshooting, diagnosis and repair of utility, equipment and system malfunctions; assure proper replacement of parts as needed.
9. Plan, supervise and participate in the repair or fabrication of articles and structures of wood; organize and direct the preparation of surfaces for painting, and application of paint or other protective or decorative material; coordinate and direct the assembly, moving and arrangement of various furniture and equipment.
10. Assist in the planning, development, scheduling, design and implementation of construction, renovation, capital improvement and deferred maintenance projects; provide input concerning the development and design of construction specifications.
11. Assist in the development and preparation of the annual preliminary budget for maintenance, operations, and transportation functions; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.
12. Operate and maintain a variety of equipment including drills, saws, sanders, presses, mowers and various hand and power tools; assure proper working condition of equipment; utilize a computer and

assigned software; drive a vehicle to conduct work.

13. Inspect buildings, grounds and facilities to identify maintenance and repair needs; assure proper identification and resolution of safety hazards; supervise preventative maintenance functions; coordinate response to emergency custodial and maintenance needs.
14. Plan, organize and direct grounds maintenance activities in the beautification of SLOCOE grounds; oversee and participate in the mowing, edging and trimming of lawns and other turf grounds.
15. Coordinate, direct, organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications.
16. Communicate with personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
17. Oversee and participate in the preparation and maintenance of various records and reports related to work orders, expenditures, projects, inspections, personnel, safety and assigned activities.
18. Attend and conduct a variety of meetings and workshops.
19. Perform other duties as requested within the scope and skill level of the job classification.

**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease.

Driving a vehicle to conduct work.

Seasonal heat and cold or adverse weather conditions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a variety of tools and equipment.

Hearing and speaking to exchange information.

Seeing to perform maintenance duties.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Physical agility to lift 25 lbs to shoulder height and 50 lbs to waist height.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, stooping, kneeling or crouching.

Climbing ladders and working from heights.

Standing for extended periods of time.

**HAZARDS:**

Working around and with machinery having moving parts.

Working around heavy or large vehicles.

Working at heights.

Power saws and flying debris or nails.

Exposure to fumes from paints and solvents.

Grade Allocation: 29	Accountability of time: Director of Dept/Division
Adopted:	Tasks assigned by: Director of Dept/Division
Revised: 4/29/16	Evaluated by: Director of Dept/Division
	Hiring authority: Director of Dept/Division