

CAPISTRANO UNIFIED SCHOOL DISTRICT  
San Juan Capistrano, California

**EXECUTIVE DIRECTOR, MAINTENANCE AND OPERATIONS/TRANSPORTATION**

**DEFINITION**

Under direction of the Chief Facilities Officer, the Executive Director, Maintenance and Operations/Transportation supports the educational programs of the District by directing, managing, supervising and coordinating the daily activities and functions related to maintenance and operational management of District facilities, equipment and furniture, and the coordination of all pupil transportation and vehicle maintenance operations..

**EXAMPLES OF DUTIES**

*The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.*

1. Develop and implement objectives, policies, and short and long-range strategies and plans related to meeting the District's maintenance and operational needs in compliance with all applicable codes, laws and regulations, District standards, contract terms and conditions. Develop and implement fleet priority repair and maintenance schedules.
2. Direct, plan, inspect and monitor the District work force (custodial, grounds, skilled trade personnel) and contractors/vendors to provide cost-effective maintenance and repairs and ensure that appropriate standards of performance are maintained.
3. Oversee the maintenance and repair of all District facilities, equipment and furniture, including cleaning and grounds maintenance at all District sites. Oversee the maintenance of District fleet vehicles and maintain vehicle safety and inspection programs.
4. Ensure projects are completed in a timely manner, within cost parameters and in compliance with applicable codes, laws and regulations, District standards, contract terms and conditions.
5. Participate in budget planning activities, and develop expenditure review and control procedures to ensure an appropriate and cost beneficial/effective operations. Control and authorize expenditures in accordance with established limitations.
6. Collaborate with District, Management, Department, and School Site staff to implement improvements in operations. Provide technical expertise and assistance with a variety of complex maintenance, operations and trades projects.
7. Oversee the maintenance of a comprehensive system to track maintenance and repair needs and work requests. Oversee the acquisition of materials, supplies, and equipment related to pupil transportation functions.
8. Ensure maintenance of proper inventory and asset maintenance and management systems for tools, supplies, equipment, etc.
9. Promote safe and efficient school facilities and services through collaboration with other District managers.
10. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
11. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
12. Evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adheres to District, state, and federal educational and professional standards

13. Keep up-to-date with trends or developments in, and evaluate and recommend adoption of new procedures and types of material or equipment used in the maintenance work in the District.
14. Plan, develop, and implement effective administrative support systems and delegate appropriate areas of responsibility to subordinates.
15. Provide support to the Chief Facilities Officer with one-time, long-term or on-going special projects as needed.
16. Prepare a variety of reports and clearly present information to the Board of Trustees, District personnel, community groups, residents, outside agencies, and other groups with respect to maintenance and operation of District facilities.
17. Respond, maintain and evaluate services as needed due to emergencies, District functions, vandalism, system failure, overtime and shift work and other off-hours needs.
18. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

## **QUALIFICATIONS**

### **M&O**

**Knowledge of:** Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; record-keeping and report preparation techniques; effective oral and written communication skills; equipment, materials, and supplies commonly utilized in the various building and mechanical trades; safe and sanitary working methods and procedures.

**Ability to:** Direct, manage and lead the functions and activities of student transportation services, and a maintenance and operations department, for a school district; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish, maintain and nurture professional relationships with parents, community members, students, management, colleagues, staff and school related outside agencies; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

**Education:** Master's degree from an accredited college or university in a related field.

**Experience:** Six years of progressively responsible professional experience in the maintenance and operations, and student transportation operations fields including four years of successful experience in a management or supervisory position. Experience in public sector or educational environment preferred. Experience may be substituted for equivalent years of education.