

DESERT SANDS UNIFIED SCHOOL DISTRICT
Classified Personnel Services

Classification: **QUALITY ASSURANCE FACILITATOR - MAINTENANCE, OPERATIONS AND TRANSPORTATION** **Salary Range: 22**

Employment Category: **Management/Supervisory**

FLSA Designation: Exempt

Job Summary:

Under direction from the Director of Maintenance, Operations and Transportation, this position plans, develops and oversees a wide variety of internal and external training programs for new and current MOT personnel, conducts regular and special site visits to observe MOT services and ensure compliance with district procedures and applicable laws, codes, rules and regulations, assists in ensuring smooth and efficient delivery of MOT services, and communicates positively and productively with school site personnel. This position may be required to work a flexible work schedule.

Essential Job Functions:

- **Plans, develops and oversees** a wide variety of internal and external training programs for new and current custodial personnel; assure effectiveness of training programs and smooth and efficient delivery of MOT services.
- **Develops and conducts** new employee orientation sessions and in-service trainings on a wide variety of topics including health and safety laws, supervisory skills, methods of cleaning, proper use and maintenance of equipment, and ordering and storing supplies.
- **Researches and recommends** external trainers, consultants and service providers; assures external training opportunities meet established standards; researches and recommends training materials, videos, and other training resources.
- **Updates** presentations, operating procedure manuals and training materials in response to changing laws, policies and procedures; participates in developing departmental procedures and organizational plans related to assigned activities.
- **Conducts** regular and special site visits to observe MOT services and assures compliance with applicable laws, codes, rules and regulations; prepares recommendations for improvements; takes immediate corrective action regarding health and safety hazards; follows up to assure procedures are being followed.
- **Conducts** on-site training and serves as a resource to supervisors, site administration and staff; identifies and resolves operational or personnel issues at sites; observes and participates in presentations of employee performance evaluations; provides performance improvement guidance to employees.
- **Reviews** site work schedules for equity and conformance to established standards; develops standard operating procedures.
- **Continuously surveys** existing MOT services for safety, service costs and areas in need of improvement; advises departmental administration of areas in need of improvement.
- **Communicates** with site staff, administrators, vendors and outside agencies to exchange information, coordinate activities, respond to inquiries and resolves issues and concerns regarding custodial policies and procedures.
- **Trains and supervises** the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.
- **Prepares and maintains** a variety of records and reports related to personnel, training programs, safety inspections and other assigned activities; research and compile information for special projects as directed.
- **Remains** on call and coordinates response for emergency MOT needs; performs emergency shut off for major utility services; operates emergency generators as necessary.
- **Coordinates and oversees** the thorough cleaning and restoration of district facilities during periods when students are not on campus.
- **Operates** a variety of office equipment including a computer and assigned software; drives a District vehicle to conduct work.
- **Attends** a variety of conferences, trainings and meetings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to plan, develop and oversee a wide variety of internal and external training programs for new and current custodial personnel; assure district facilities are maintained in a clean, orderly and secure condition; operate and demonstrate the use of custodial equipment and supplies; read, interpret and work from sketches and drawings; analyze MOT training needs and develop appropriate training programs; conduct effective training sessions for groups of employees; prepare and deliver oral presentations; interpret, apply and explain applicable laws, codes, rules and regulations; maintain a variety of records and prepare reports; write clear, concise instructions and reports; train, supervise and evaluate the performance of assigned staff; observe and follow health and safety regulations; review and modify work procedures and schedules; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; operate a computer and assigned software; drive a district vehicle to conduct work; analyze situations accurately and adopt an effective course of action; maintain current knowledge of applicable laws, codes, rules and regulations; work independently with little direction; and plan and organize work. Knowledge of Proper methods, techniques, materials, tools and equipment used in modern custodial work; laws, codes, rules and regulations related to assigned activities; principles and practices of training and supervision; district organization, operations, policies and objectives; health and safety regulations; requirements of maintaining District buildings in a safe, clean, secure and orderly condition; public speaking techniques; record- keeping and report preparation techniques; interpersonal skills using tact, patience and courtesy; oral and written communication skills; correct

English usage, grammar, spelling, punctuation and vocabulary; basic math; operation of a computer and assigned software; inventory methods and practices, and proper lifting techniques.

- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 50 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 20 pounds maximum force and possess the capability to pull 20 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving); Other Hazards: Mechanical=Inspecting equipment/electrical repairs; Other Hazards=inspecting construction/facilities; asbestos inspection. Other Atmospheric Hazards: Fumes=Paint; Dusts=pollen, dirt, open fields, machine rooms.
- **Education and Training Required:** Minimum of five (5) years' experience in the Maintenance, Operations (including Grounds) or Transportation departments of a public school environment, including some level of supervisory experience. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.
- **Licenses, Certifications and Testing Required:**
 - Fingerprint/criminal justice clearance.
 - Tuberculosis clearance.
 - Must possess or have the ability to obtain a valid California Driver's license.

Board of Education: 05/05/2015