

**DESERT SANDS UNIFIED SCHOOL DISTRICT**  
**Classified Personnel Services**

**Classification:**                   **DIRECTOR OF MAINTENANCE AND OPERATIONS**                   **Salary Range:**           **29**  
**Employment Category:**       **Management/Supervisory**                   **FLSA Designation:**   **Exempt**

**Job Summary:**

Under direction, manages, supervises, plans, organizes and coordinates the operations functions of the business division: to include maintenance and operations, transportation and fleet maintenance functions.

**Essential Job Functions:**

- **Communicates** guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Creates** designs, manages and oversees programs, services and projects for the purpose of ensuring continuous improvement to services and compliance with Federal, State, District and local guidelines.
- **Develops** concepts and proposals on new products, techniques and systems development for the purpose of identifying budgetary impact, ensuring efficient implementation and providing proper training on developed concepts.
- **Establishes** and maintains district policies and procedures, advising the district administration on business operations for the purpose of ensuring the highest level of service and compliance with Federal, State, local and district rules, regulations and guidelines.
- **Manages**, oversees and directs the business department to include Transportation and Maintenance and Operations for the purpose of ensuring the highest level of service in compliance with all Federal, State, local and district guidelines.
- **Manages** and supervises personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and decisions on hiring, firing, problem identification and resolution.
- **Manages** and coordinates budget and financial aspects of department for the purpose of ensuring financial records are maintained, adequate funds are available to meet the needs of the District; and, funds are utilized in accordance with Federal, State, local and district policies, procedures and guidelines.
- **Manages** programs and projects (e.g. deferred maintenance, telecommunications program, energy management, environmental quality and control to include asbestos, hazardous materials, air quality, recycling and other environmental issues, etc.) for the purpose of ensuring highest level of service and compliance with all Federal, State, local and district policies, procedures and guidelines.
- **Oversees** and authorizes expenditures of funds for the purpose of ensuring the efficient and effective operation of the business services division within budgetary and financial parameters.

**Other Job Functions:**

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

**Essential Job Requirements - Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Skill to manage personnel and services, supervise personnel and projects. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Skill to use the methods, materials, tools and equipment required in facility operations. Knowledge of federal and state rules, regulations and policies pertaining to maintenance and operations and transportation. Knowledge of fiscal and accounting rules and regulations. Knowledge of computer hardware and software and applicable software applications. Ability to work independently, make administrative decisions and plan and manage projects.
- **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:** Bachelors degree in Business Administration, Public Administration, or related field and five (5) years of experience in operations management which included three (3) years of supervisory experience; OR, nine (9) years of increasingly responsible experience in operations management which included three (3) years of supervisory experience.
- **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.
  - Structured testing process in order to establish eligibility list.

Personnel Commission: 03/14/00  
Board of Education: 03/21/00  
Salary Modification: 07/01/00  
Personnel Commission: 01/26/06