

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

**Classification:**

**Manager of Maintenance Services**

**Salary Range: 24**

**Employment Category:**

**Management/Supervisory**

**FLSA Designation: Exempt**

**Job Summary:**

This position is under the supervision of the Director of Maintenance, Operations and Transportation and has supervisory responsibility for the Maintenance classifications of employees; plans, organizes, supervises, and evaluates the maintenance, repair and operation of all District and school facilities; evaluates maintenance personnel; assumes responsibilities and performs related duties as required.

**Essential Job Functions:**

- **Plans**, processes, prioritizes and issues work orders to the appropriate personnel to ensure continual safe and efficient operation to those under his/her supervision.
- **Prepares** departmental budget for the purpose of providing estimates and recommendations as required; and, ensuring funds are utilized in accordance with applicable Federal, State, local and district policies, procedures and guidelines.
- **Supervises** maintenance staff by determining workloads and schedules; develops, interprets, and implements policies and procedures. Ensures that staffs are trained in complex maintenance activities and are following standard operating procedures.
- **Works** as a District Team member to establish goals, priorities, and expectations, and to develop the action plans and strategies for accomplishing them.
- **Promotes** team involvement and participation in setting goals, priorities, and strategies for safe, efficient and effective plant/facilities operations.
- **Demonstrates** continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- **Available** to respond to emergency call-outs on weekends and after regular working hours; serves in the absence of the Director of MOT.
- **Implements** the District's hazardous communication program as it relates to the maintenance program; performs other related duties as assigned.
- **Monitors** and evaluates the completion of all work orders, manages maintenance backlogs, prepares operational reports for regulatory and budgetary purposes.
- **Assists** in the selection of personnel, follows established District model for employee evaluations and progressive discipline.
- **Interacts** with the Fire Marshal, insurance carrier, safety inspectors, and District Safety/Risk Manager, as it relates to inspection and compliance reports and ensures that all items related to the repair of facilities are expeditiously corrected.
- **Evaluates** and recommends the purchase of new equipment for the purpose of ensuring the efficient and effective operation of the department.
- **Prepares** and maintains records and reports related to maintenance operations for the purpose of ensuring compliance with applicable rules and regulations and accurate documentation of information as required.
- **Procures** parts, materials and supplies for the purpose of ensuring availability of required equipment and supplies.
- **Reviews** and oversees work orders, plans and ongoing projects for the purpose of coordinating and supervising work performed by assigned personnel; ensuring the efficient and effective operation of the department.

**Other Job Functions:**

**Assists** and coordinates with other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Essential Job Requirements - Qualifications:**

- **Skills, Knowledge and/or Abilities Required:** Principles of administration, supervision, management, training, safety and security; Principles of budgeting, costs analysis and reporting; Knowledge of methods, practices, materials and equipment used in all areas of maintenance. Knowledge of building, electrical, fire, health and safety codes, hazardous material codes and requirements, asbestos containment and handling procedures, confined space requirements and CALOSHA/OSHA regulations and requirements as they relate to personnel safety and building maintenance, construction and repair. Knowledge of schematic and architectural plans, drawings, manuals and technical materials, computer hardware and software and applicable programs related to building maintenance and construction. Ability to plan, organize and accomplish complex repair and maintenance schemes and procedures; train and motivate personnel, develop accurate and timely written or oral reports and develop complex budgets.
- **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 30 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 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); Mechanical=Inspecting equipment/electrical repairs; inspecting construction/facilities, asbestos inspection. Other Atmospheric Hazards: Fumes=Paint; Dusts=Pollen, dirt, open fields, machine rooms.
- **Education and Training Required:** High School graduate or equivalent and six (6) years of journey-level experience in one or more of the following trades: electronic repair, electrician, locksmith and heating, ventilation and air condition, which included two (2) years of supervisory experience.
- **Licenses, Certifications, Bonding, and/or Testing Required:**
  - Fingerprint/criminal justice clearance.
  - Valid California driver's license.
  - Tuberculosis clearance.
  - Structured testing process in order to establish eligibility list.