

OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: DIRECTOR-FACILITIES, INFORMATION TECHNOLOGY, AND TRANSPORTATION

SALARY LEVEL:	Confidential/Sup Schedule	DIVISION:	Confidential/Supervisory
DEPARTMENT:	Superintendent	LOCATION:	District Office
REPORTS TO	Asst. Supt./CBO		
APPROVED BY:	Board of Trustees	DATE:	

SUMMARY: Under the general direction of the Assistant Superintendent/CBO, oversees the facilities, maintenance, grounds, operations, transportation, technology and telecommunications functions of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Plans, organizes, coordinates and supervises the cleaning, maintenance repair, remodeling, transportation, technology, and telecommunications functions of the District.
- Determines operational policies, guidelines, priorities, and the scheduling and control of various ongoing and major projects.
- Plans, organizes, develops and implements operational procedures to ensure adherence to a cost effective and cost beneficial operational mode, and to ensure that appropriate quality control and performance standards are maintained.
- Plans, organizes and supervises mid and long range facility, grounds and equipment preventative maintenance programs, including implementation and maintenance of a systematized technology data management, storage and retrieval system.
- Plans, organizes and supervises a program of inspection and review of facilities and equipment, to ensure that potential safety hazards are corrected and prevented.
- Reviews, approves, requisitions and facilitates ordering for maintenance, operations, transportation and telecommunications supplies, materials and equipment.
- Plans, organizes, develops and maintains inventory control and expenditure control procedures.
- Participates and gives input in the budget planning process, including the determination of maintenance, custodial, transportation, and telecommunications operations materials, supplies, equipment and service needs.
- Monitors contractors providing related services to ensure adherence to project specifications, timelines and appropriate standards of performance.
- Counsels and advises District personnel and members of the education community regarding maintenance, operations, transportation and telecommunications operations related problems and concerns, including resolution of complaints and grievance issues.
- Assists personnel in resolving technical and unusual and usual maintenance, operations, transportation, and telecommunications operations related problems and concerns.

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- Plans, coordinates and supervises the review, examination and testing of a variety of products and equipment, in determining product standards, and in the development of product bid specifications.
- Plans, develops and conducts personnel orientation and in-service training programs; evaluates the performance of maintenance, operations, transportation, and technology personnel.
- Assists in the conduct of various personnel management processes, including the recruitment and selection of maintenance, operations, transportation, and technology personnel.
- Administers the establishment of all bus routes, field and extra-curricular trips; all bus drivers, and records related to transportation to ensure safe and efficient operations.
- Ensures highest levels of safety and efficiency of student transportation, proper maintenance and repair of bus and passenger vehicle fleet; best practices and ongoing safety certifications with the California Highway Patrol.
- As the Superintendent's designee, visually inspects and approves all bus stops.
- Conducts accident investigations (e.g. reviews events, prepares and submits accident reports, etc.) for the purpose of complying with legal requirements and insurance carrier procedures.
- Serves as a liaison with California Highway Patrol
- Coordinates the District's participation in the E-rate program
- Attends and participates in board meetings as required.
- Answers emergency calls and monitors District radios at all times and takes appropriate actions to protect and preserve property.
- Other related duties as assigned.

KNOWLEDGE OF:

- Principles, methods, techniques and strategies pertaining to comprehensive maintenance, operations, transportation and technology programs
- Practices, procedures and trends of management, organization and supervision
- Equipment, materials and supplies commonly utilized in the cleaning and maintenance of school facilities, grounds, offices and equipment
- Current equipment, software, trends, and practices utilized to monitor an efficient and effective educational technology system.
- Legal mandates, policies, regulations and operational procedures pertaining to the maintenance, repair, construction, and cleaning of agency facilities and equipment
- Practices, procedures, techniques and strategies for determining operational effectiveness.
- Safe and sanitary working methods and procedures.
- Basic principles, methods, trends, procedures and techniques of a comprehensive pupil transportation program
- Legal mandates, policies, regulations and guidelines of a comprehensive pupil transportation and safety program
- State and Federal guidelines related to school transportation and vehicle maintenance.

ABILITY TO:

- Effectively and efficiently plan, organize and supervise the functions and activities of comprehensive maintenance, operations, transportation, technology and telecommunications programs
- Plan, organize, assign, supervise, and evaluate the functions and activities of maintenance, operations, transportation, and technology operational personnel
- Accurately estimate time and material costs
- Establish and maintain an effective technology data management, storage and retrieval system
- Prepare, interpret and work from plans, specifications, schematics, diagrams and drawings.
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions with minimal accountability controls
- Establish and maintain effective organizational relationships
- Analyze and assess needs and offer recommendations relating to maintenance, operations, transportation and technology operations.

PHYSICAL DEMANDS:

- The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit use hands to manipulate, handle or feel objects, tools or controls, stand for extended periods, talk and hear. The employee will be required to ascend and descend stairs, ladders, stairs, scaffolding and ramps. The employee is occasionally required to climb or balance, stoop, kneel, or crouch.
- The employee must occasionally lift and/or move up to 75 pounds. If lifting more than 75 pounds, a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Four years of responsible experience in the construction, maintenance and repair of large buildings, grounds and equipment, including two years in a supervisory capacity.
- Two years transportation industry experience is preferred.

Education:

- Equivalent to the completion of an Associate of Arts or higher degree, supplemented by advanced training or coursework in organization, supervision and operational management.

LICENSE REQUIREMENT

- California Commercial Driver's Class B License with special School Bus Certificate (which requires a current Medical Certificate) or the ability to obtain within the first six months of employment.
- Ability to obtain appropriate certificates (i.e., asbestos, lead, etc.)
- California Department of Motor Vehicles printout of the employee's driving record required.