

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklinusd.org



Job Description

POSITION TITLE:	Assistant Director of Facilities and Maintenance
SALARY PLACEMENT:	Rocklin Administrators Professional Association (RAPA) Salary Schedule

SUMMARY:

Directs the organization and management of the cleaning, maintenance, warehousing, equipment and vehicle maintenance and grounds work of the District. Assists in the management of the construction of new and remodeling of existing district facilities. Assists in the management of facility use by outside agencies.

SUPERVISOR:

This position reports directly to the Senior Director of Facilities, Maintenance, and Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Plans, manages, and supervises the work and operations related to the building maintenance, custodial services, grounds keeping, warehousing and equipment and vehicle maintenance for the District.
2. Provides supervision, training, and work direction for maintenance and grounds staff throughout the District.
3. Reviews and inspects maintenance and grounds staff work for accuracy and compliance with established work standards and procedures.
4. Maintains water management system, including Maxi-com and irrigation clocks.
5. Inspects facilities and grounds for vandalism, damages, and sanitary and safety hazards.
6. Assigns, reviews, schedules, and evaluates the work of subordinates.
7. Determines work priorities and procedures; assigns appropriate personnel to complete projects.
8. Prepares bid documents for custodial supplies annually and facility or deferred maintenance projects as needed.
9. Plans, coordinates, schedules and manages district moves of staff and furniture and equipment into new schools and between existing facilities.
10. Review plans, inspects construction projects, and makes recommendations to ensure compliance with legal requirements, construction project drawings and specifications.
11. Assists in obtaining new site approval through CDE, OPSC, and DTSC.
12. Assists with implementation and monitoring of Labor Compliance Program (LCP), Storm Water Pollution Prevention Plan (SWPPP), and National Pollutant Discharge Elimination System (NPDES).
13. Ensures the safe application and storage of hazardous materials.
14. Ensures that the District building and school sites are clean and operational.

15. Prepares, submits and administers the five year Deferred Maintenance Plan.
16. Trains and conducts in-service sessions for departmental personnel.
17. Oversees compliance with local, state and federal programs (ADA, Air Quality, Science/Chemical Safety Plans, SWPPP, etc.)
18. Assists in the development and administration of departmental budgets; monitors and authorizes expenditures, anticipated maintenance, operations and grounds keeping costs.
19. Keeps District officials and immediate supervisor informed of status of construction projects through conferences and written reports.
20. Assists in managing facility use by outside groups and district programs at all district facilities.
21. Assists in the development, coordination, implementation, and management of school construction projects.
22. Assists the Senior Director of Facilities and Operations as liaison among district administrators, construction inspectors, architects and contractors, planning and construction agencies.
23. Assists in directing site personnel during the planning, construction, and closeout phases of any site construction project or improvement.
24. Assists in coordinating and developing short and long-range plans for the housing of students and related district support function.
25. Assists in determining the placement of relocatable classrooms including evaluation of sites for locations.
26. Performs related duties as required.

Knowledge of:

- Knowledge of building maintenance, operations, repairs, and grounds and custodial operations and requirements in public school facilities.
- Theory, principles and practices of facility planning.
- Bidding processes.
- Building codes, ordinances and regulations as required for public school facilities.
- Knowledge of construction scheduling, process, and theory.
- Personal computers and related software.

Ability to:

- Read and interpret drawings and schematics.
- Prepare technical spread sheets and reports.
- Prioritize and supervise the work of others.
- Establish and maintain cooperative working relations with others.
- Coordinate the work of outside contractors and professionals.

EDUCATION:

Graduation from a four-year accredited college or university or related field or equivalent training/work experience.

EXPERIENCE:

Five years related experience working in the public school environment, with knowledge of facilities, maintenance, operations, grounds, construction, and funding requirements.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver’s License

PHYSICAL REQUIREMENTS:

The physical requirements described 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category II:

1. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
2. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort.
3. Position requires moderate physical effort while performing continuous moderate lifting.
4. Lifting 50 pounds maximum or carrying any object weighing up to 25 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: March 21, 2012

Revised Date: December 13, 2017

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.