

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. Plan, manage, and supervise the work and operations related to the building maintenance, custodial services, grounds keeping, warehousing and equipment and vehicle maintenance for the District.
2. Provide supervision, training, and work direction for maintenance and grounds staff throughout the District.
3. Review and inspect maintenance and grounds staff work for accuracy and compliance with established work standards and procedures.
4. Maintain water management system, including Maxi-com and irrigation clocks.
5. Inspect facilities and grounds for vandalism, damages, and sanitary and safety hazards.
6. Assign, review, schedule, and evaluate the work of subordinates.
7. Determine work priorities and procedures; assign appropriate personnel to complete projects.
8. Prepare bid documents for custodial supplies annually and facility or deferred maintenance projects as needed.
9. Plan, coordinate, schedule and manage District moves of staff and furniture and equipment into new schools and between existing facilities.
10. Review plans, inspect construction projects, and make recommendations to ensure compliance with legal requirements, construction project drawings and specifications.
11. Assist in obtaining new site approval through CDE, OPSC, and DTSC.
12. Assist with implementation and monitoring of Labor Compliance Program (LCP), Storm Water Pollution Prevention Plan (SWPPP), and National Pollutant Discharge Elimination System (NPDES).
13. Ensure the safe application and storage of hazardous materials.
14. Ensure that the District building, and school sites are clean and operational.
15. Prepare, submit and administer the five-year Deferred Maintenance Plan.
16. Train and conduct in-service sessions for departmental personnel.
17. Oversee compliance with local, state and federal programs (ADA, Air Quality, Science/Chemical Safety Plans, SWPPP, etc.)
18. Assist in the development and administration of departmental budgets; monitor and authorize expenditures, anticipated maintenance, operations and grounds keeping costs.
19. Keep District officials and immediate supervisor informed of status of construction projects through conferences and written reports.
20. Assist in managing facility use by outside groups and District programs at all District facilities.
21. Assist in the development, coordination, implementation, and management of school construction projects.
22. Assist the Senior Director of Facilities and Operations as liaison among District administrators, construction inspectors, architects and contractors, planning and construction agencies.

23. Assist in directing site personnel during the planning, construction, and closeout phases of any site construction project or improvement.
24. Assist in coordinating and developing short and long-range plans for the housing of students and related District support function.
25. Assist in determining the placement of relocatable classrooms including evaluation of sites for locations.
26. Perform 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

Certified Applicators License or obtain within six (6) months of employment

MAXI-com Users Certificate or obtain within six (6) months of employment

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.

Revised Date: April 16, 2024
Adopted Date: March 21, 2012
Revised Date: December 13, 2017
Revised Date: June 21, 2024

The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Director of Secondary School Programs or Director of Personnel Services at (916) 624-2428 or by email at titleixcoordinator@rocklinusd.org.

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