POSITION DESCRIPTION

TITLE: Assistant Director of Maintenance Operations
LOCATION: Maintenance
REPORTS TO: Director of Maintenance Operations
DEPARTMENT: Maintenance

SUMMARY STATEMENT:
Under the general supervision of the Director of Maintenance Operations, assist in supervising and coordinating activities of assigned grounds, and maintenance staff engaging in keeping buildings and physical structures in a safe, operational and orderly condition. Assist in providing supervision and direction and perform inspections of grounds, maintenance repairs, and preventive maintenance of all District buildings. Respond to client requests, complaints, concerns, and coordinate assigned administrative and supervisory projects and activities. Assist in interviews, provide orientation, and provide training for new hires.

ESSENTIAL FUNCTIONS:
1. Establishes and maintains an effective system of communication within an organization.
2. Establishes and maintains effective working relationships with diverse groups and individuals.
3. Assists in department administration, such as, developing procedures, researching special projects, creating and maintaining a variety of reports, and performing a variety of ongoing projects.
4. Coordinate capital projects and activities from initiation to completion.
5. Ensures project goals and service needs are met.
6. Act as liaison with District staff, the public, and governmental agencies, as needed.
7. Acts as a consultant to District building staff regarding facility operations, functions, and activities.
8. Inspects District facilities and grounds to ensure District standards, Maintenance, and personal behavior of staff are upheld.
9. Works with staff to Improve deficiencies; documents all maintenance deficiencies and assists with coordinating scheduling of repairs.
10. Routinely discusses with assigned staff the condition of assigned buildings.
11. Assist in supervising the activities of facility operations staff working multiple shifts in assigned buildings and facilities; ensures adherence to work schedules.
12. Trains staff to ensure proper health and sanitation techniques are followed.
13. Provides guidance and assistance to employees in resolving problems.
14. Develops staff training for regular and on call employees as required.
15. Conducts performance appraisals of lead Maintenance, Grounds, and support services personnel and provide reports directly to the Director of Maintenance Operations.
16. Establishes and maintains files of catalogs, price lists, technical data, and test results of Facilities materials and equipment.
17. Prepares progress reports for Director of Maintenance Operations and Building Administrators as necessary.
18. Reviews and inspects repairs made by grounds and maintenance staff.
19. Reviews and updates scheduling of preventive maintenance for assigned buildings, tracks project completion and projected costs, and assists management in developing budget projections.
20. Responds to requests or emergencies involving use of assigned buildings on evenings and weekends.
21. Travel to and from locations to accomplish tasks.

OTHER RESPONSIBILITIES:
1. Serves as backup to Director of Maintenance Operations during absences or when unavailable.
2. Performs related duties consistent with the scope and intent of the position as requested.
3. Respond to emergency situations during and after standard business hours to resolve immediate safety concerns.
PHYSICAL DEMANDS REQUIRED:
The usual and customary methods of performing the job’s functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 45% sitting, 25% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

MINIMUM QUALIFICATIONS:
Required Qualifications
1. 2 year degree in Construction Management or related field, or 3 years of work experience in building operations and maintenance or closely related field.
2. Valid driver’s license and access to a personal vehicle.

Preferred Qualifications
1. Must possess technical knowledge of maintenance functions.
2. Must have experience in working with and managing budgets.
3. Must possess the understanding of the role of a service department.

KNOWLEDGE, SKILLS AND ABILITIES:
1. Knowledge of grounds and maintenance practices and procedures.
2. Knowledge of principles and practices of supervision, training, motivation, and counseling.
3. Knowledge of principles, practices, and techniques of project management, including budgeting and evaluation.
4. Proficient with Microsoft Office products.
5. Ability to construct effective oral and written communications.
6. Ability to perform accurate data analysis.
7. Ability to analyze data and problems to recommend effective solutions.
8. Ability to multi-task, oversee multiple activities and projects simultaneously.
9. Ability to establish and maintain effective working relationships with District staff, Labor partners, and administrators.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
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</tbody>
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260-261 Days Per Year (includes Holidays)
8 Hours Per Day

Revised Date: 09/18/2019
Classification: Management/Confidential
Display on Web? No

Assistant Director of Maintenance Operations