POSITION DESCRIPTION

TITLE: Director of Maintenance Operations
LOCATION: Maintenance
REPORTS TO: Executive Director of Facilities
DEPARTMENT: Maintenance

SUMMARY STATEMENT:
Under the direction of the Executive Director of Facilities, the Director of Maintenance Operations will manage and provide leadership for all maintenance operation services, lead and direct maintenance personnel, and direct a work force to ensure the facilities are maintained in an orderly manner. Responsibilities include work under limited supervision using standardized practices and/or methods; and supervise the use of funds for maintenance crafts.

ESSENTIAL FUNCTIONS:
1. Collaborate with internal and external personnel (other administrators, auditors, public agencies, community members, contractors/subcontractors, vendors, etc.) for the purpose of implementing and maintaining services and programs.
2. Develop a preventive maintenance program to ensure schools are maintained in a safe condition, including predictive, corrective, and support work.
3. Manage a comprehensive assessment of building needs based on reliable, credible data such as life cycle cost analysis, building condition evaluations, and asset preservation.
4. Comply with Office of Superintendent of Public Instruction’s Asset Preservation Program.
5. Develop and monitor budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
6. Direct department operations (e.g. budgeting, safety programs, WISHA, site repairs/construction, preventive maintenance, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
7. Facilitate meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
8. Inspect all aspects of deferred maintenance, repair work, projects, equipment, work orders, daily maintenance, and supplies to ensure that jobs are completed efficiently, specifications are within regulatory requirements, and inspection reports and payment requests are correct.
9. Participate in meetings, workshops, and seminars to convey and gather information required to perform functions.
10. Perform personnel functions (interviewing, evaluating, supervising, counseling, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
11. Prepare a wide variety of written materials (correspondence, memos, reports, policy/procedures, budget, etc.) to document activities, provide written reference, and/or convey information.
12. Present information, gain feedback, and ensure adherence to established internal controls.
13. Recommend policies, procedures, and/or actions to provide direction for meeting the District’s goals and objectives.
14. Research new products, laws, regulations, etc. for the purpose of recommending purchases, contracts, and proper maintenance of district-wide services.
15. Respond to emergency situations during and after standard hours to resolve immediate safety concerns.
16. Cultivate and model a respectful working and learning environment.
17. Travel to and from locations to accomplish tasks.
18. Perform other related duties as assigned to ensure the efficient and effective functioning of the work unit.
Physical Demands:
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:

Education/Experience:
- Bachelor’s degree in one of the following areas: educational administration/planning, architecture, engineering (civil, mechanical, or electrical), or construction management.

Allowable Substitution:
- Additional closely related experience (such as successful multi-site facilities management experience) may substitute with a minimum of 5 years of job-related experience with increasing levels of responsibility.

Knowledge, Skills, and Abilities:
- Working knowledge of management and supervisory principles and practices.
- Working knowledge of governmental rules related to facilities maintenance, building codes, policies, procedures and regulations.
- Working knowledge of building maintenance practices, equipment, materials, and techniques.
- Working knowledge of skilled trades and craft practices.
- Working knowledge of HVAC systems.
- Working knowledge of public purchasing practices and regulations.
- Working knowledge of principles and practices of safety and risk management.
- Excellent interpersonal and public relations skills.
- Thorough knowledge of building systems and infrastructure, particularly mechanical (HVAC and controls,) and electrical (power, low voltage systems) etc.
- Skill in developing effective written documents and presentations.
- Ability to analyze situations to define issues and draw conclusions.
- Ability to perform under conditions of frequent interruptions.
- Ability to direct, manage and evaluate personnel.
- Ability to set work priorities and train, direct, motivate, and evaluate the work of assigned staff.
- Ability to make decisions and resolve complex issues in a timely, organized manner.
- Ability to plan, organize, prioritize, and supervise work assignments to assure timely and effective completion.
- Ability to communicate effectively both orally and written.
- Computer skills to develop and maintain accurate records of assigned activities and operations.
- Ability to maintain effective working relationships with a variety of people in diverse settings.
- Must possess a valid driver’s license and access to a personal vehicle.

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 Hrs. Per Day

Revised Date: 09/18/2019
Classification: Management/Confidential
Display on Web? Yes

Director of Maintenance Operations