

**Beaumont Unified School District**  
**JOB DESCRIPTION**

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**TITLE:** Director of Maintenance, Operations, and Transportation      **CLASSIFICATION:** Classified Administrator

**REPORTS TO:** ~~Assistant Superintendent of Business Services~~ Chief Business Official      **SALARY SCHEDULE:** ~~276~~278

**WORK YEAR:** 12 Months

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**GENERAL DESCRIPTION:**

Under the direction of the Chief Business Official, the Director of Maintenance, Operations, and Transportation (MOT) is responsible for ~~Plan~~planning, ~~organize~~organizing, ~~coordinate~~coordinating, and ~~direct~~directing the functions and services of the District's ~~maintenance~~Maintenance, ~~operations~~Operations, ~~and transportation~~Transportation department, inventory utilities, mail courier, custodial and grounds functions; ensure efficient and cost-effective departmental operations; supervise and evaluate the performance of assigned personnel; and perform other duties as assigned for the purpose of maintaining school and District support facilities in a clean, safe, functional condition, and in good repair.

**ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Plans, organizes, coordinates, and directs the programs, projects, activities, and services related to the maintenance, operations, transportation, grounds and custodian services, inventory, energy management, utilities, and courier functions of the District; **E**
- Oversees programs and manages projects (e.g. deferred maintenance, capital renewal, Williams Act, AHERA, Healthy Schools Act, IPM program, inspections, telecommunications, energy management, environmental quality control to include asbestos, hazardous materials, air quality, recycling and other environmental issues, etc.); ~~Establish~~establishes policies and protocols that meet all required maintenance standards as required by law and works with administration to ensure highest level of service and compliance with all regional, state, and federal permitting and laws as they impact the District; **E**
- Coordinates the District transportation system; organizes routes and utilization of personnel; **E**
- Ensures safe work practices; provides effective communications; promotes efficient use of equipment and supplies; and maintains the appropriate appearance and condition of buildings, grounds and vehicles; **E**
- Oversees the work of all outside contractors related to facility, maintenance, and transportation, directly or via staff, to ensure compliance with contractual agreements, bidding requirements, and budgetary restrictions; **E**
- Supervises and evaluates the performance of assigned personnel; schedules, assigns, and inspects work; analyzes staffing requirements and makes recommendations; schedules and arranges training, as needed; **E**
- Develops expected standards of job performance for staff, ensuring standards are met and provides monitoring on an ongoing basis; **E**
- Plans, develops, and schedules preventive maintenance programs as required;
- Researches, compiles, analyzes, and interprets technical data related to maintenance and operations projects; accurately estimates cost for labor and materials; arranges bids and develops specifications for all outside contractual work; **E**
- ~~Prepare and administer departmental budget and deferred maintenance plans; monitor and control expenditures in accordance with established fiscal policies, Education Code, and public contract code;~~ **E**

- Manages and coordinates budget and financial aspects of the department for the purpose of ensuring financial records are maintained, adequate funds are available to meet the needs of the District; and funds are utilized in accordance with federal, state, local, and District policies and procedures; E
- Oversees the performance of various facilities compliance measures such as but not limited to, District Policies—policies and Proceduresprocedures, Facility Inspection Tool (FIT) inspections, Routine Restricted Maintenance (RRM) funding, and Fire/Life-Life Safety, Field Act compliance, Americans with Disabilities Act (ADA), and Asbestos Hazard Emergency Response Act (AHERA) Compliance; E
- Assures the preparation and maintenance of required records, reports, files, and lists as appropriate; E
- Assures compliance with a variety of health and safety regulations related to equipment and vehicle operation and maintenance, toxic substance, and industrial storm water pollution prevention plans; E
- Coordinates the safe, efficient use of transportation resources by coordinating load counts, reviewing discipline reports, conducting driver and route evaluations, and overseeing contract operations; E
- Attends, chairs, and conducts a variety of meetings, conferences, and training sessions related to assigned functions; E
- Procures requested data and prepares reports for the ~~Assistant Superintendent~~Chief Business Official, Executive Cabinet and the Board of Trustees; E
- Communicates with District and site administrators and personnel, regulatory local and state agencies, architects, contractors, vendors, and others concerning public works, capital facilities, construction, maintenance, operations, transportation, grounds, and custodial services; E
- Communicates concerns with parents, staff, and community representatives to assure student safety, positive student behavior, and positive school community relations for the student transportation program; coordinates student transportation discipline program; E
- Coordinates with all stakeholders, District departments, and educational partners to provide a safe school environment; E
- Develops concepts and proposals on new products, techniques, and systems development for the purpose of identifying budgetary impact, ensuring efficient implementation and providing proper training on developed concepts; E
- Provides professional development opportunities to department staff; E
- Provides positive, instructional leadership to department staff while fostering a positive culture and morale; E
- Leads, adheres to, and implements the certificated and classified collective bargaining agreements; E
- Performs job assignment safely for the purpose of protecting people and property;- E
- Performs other related duties as assigned.

E = *Essential Function*

## **JOB REQUIREMENTS/QUALIFICATIONS:**

### **Education:**

- High school diploma or equivalent to completion of twelfth grade;
- Bachelor's ~~Degree~~degree from an accredited college or university, preferably is required in Business Administration, ~~Public Administration, or other related field.;~~
- Master's degree from an accredited college or university, preferred.

### **Experience:**

- Five (5) years of experience ~~including at least three (3) years at a supervisory level,~~ in any of the following areas; maintenance, operations, transportation, project management, and/or facilities/plant management, business administration, engineering, construction and/or the maintenance industry;
- Three (3) years supervisory experience;
- Experience in ~~Public~~ public works and/or California public schools, district experience is preferred;

- ~~Any combination of training and experience that would likely provide the desired knowledge and abilities.~~

### **Licenses, Certifications, and Testing:**

- ~~Pass a Pre~~pre-employment physical and drug test;
- ~~A Current~~current and valid Tuberculosis (TB) clearance;
- Fingerprint clearance for school personnel;
- ~~Possession and maintenance of~~Must possess a valid and appropriate California Driver's License; have an acceptable driving record; during the course of employment and be insurable at standard rates by the District's liability insurance carrier and maintain such insurability during the course of employment.

### **Knowledge and skills of:**

- Planning, organization, coordination, and direction of Maintenance, Operations, and Transportation programs;
- ~~Oral and written communication skills;~~
- Budget preparation and control;
- Principles and practices of administration, supervision and training;
- Organization, operations, policies, and objectives of Maintenance, Operations, and Transportation Department programs and activities;
- Current knowledge of program rules, regulations, requirements, restrictions, and laws;
- Standard office equipment and computer applications including Microsoft Office and Google environments, with expertise in Excel, PowerPoint, and Adobe;
- Modern office methods, procedures, and equipment, including record-keeping principles, methods and procedures, filing systems, letter, and report writing.
- ~~Interpersonal skills using tact, patience and courtesy.~~

### **Ability to:**

- Plan, organize and administer a multi-faceted Maintenance, Operations, and Transportation programs;
- ~~Establish and maintain cooperative and effective working relationships with others;~~
- Train, supervise, and evaluate the performance of assigned staff;
- Prioritize and schedule work;
- Prepare, administer, monitor, and control the annual department plan and budget;
- Maintain current knowledge of program rules, regulations, requirements, and restrictions;
- Problem solve and think critically;
- Demonstrate aptitude or competence for assigned responsibilities;
- Follow directions and work as a productive member of a highly functioning administrative team;
- Work on site during the hours required;
- Motivate stakeholders to implement District vision, board priorities, and District goals;
- Demonstrate strong leadership and effectively present and respond to questions from various stakeholders;
- Model District standards of ethics, confidentiality, and professionalism;
- Have a high tolerance for ongoing stressful situations;
- Work with deadlines and under pressure;
- Maintain the confidentiality and security of sensitive information;
- Compile and maintain accurate records and files;
- Analyze situations, identify needs, prioritize, solve problems independently, as appropriate, and take appropriate action in a variety of procedural matters, without immediate supervision;

- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to public education, and specific to Beaumont Unified School District; and apply them with good judgement in a variety of situations;
- Communicate effectively using a variety of mediums, employing correct spelling, grammar, punctuation, and vocabulary;
- Understand and follow ~~oral~~ verbal and written instructions in English;
- Learn and support new and fast changing technologies;
- Promote team building and a positive work environment;
- Maintain a neat and clean appearance, ~~and courteous demeanor at all times;~~
- ~~Maintain flexibility~~ Be flexible, exhibit integrity, and exercise mature judgment;
- ~~Display~~ Establish and maintain cooperative relationships displaying interpersonal skills using tact, patience, and courtesy while demonstrating exemplary customer service in working with students, staff, and the public;
- ~~High tolerance for ongoing stressful situations;~~
- ~~Model District standards of ethics, confidentiality, and professionalism.~~

**PHYSICAL ABILITIES AND WORKING CONDITIONS:**

The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Mobility
2. Use of depth perception and ability to focus
3. Standing, walking
4. Sitting
5. Twisting, stooping, bending over
6. Crawling, climbing
7. Reaching overhead-above the shoulders
8. Crouching, kneeling, and balancing
9. Pushing or pulling
10. Lifting or carrying up to 50 lbs.
11. Hearing acuity for conversations or other sounds
12. Use of voice in face to face conversations or during telephone conversations
13. Gross muscle use of arms and legs
14. Handling, grasping, and feeling objects
15. Repetitive use of dominant hand
16. Fine dexterity with both hands
17. Exposure to stairs, ramps or uneven ground
18. Working around equipment and machinery having moving parts and generating heat
19. Contact with toxic substances
20. Exposure to dust, gas, or fumes
21. Work in varied temperatures
22. Operating a motor vehicle
23. Use of a ladder
24. Subject to frequent interruptions
25. Viewing a computer monitor
26. Contact with distraught or abusive individuals

Number of Hours				
0-2	3-4	4-5	6-8	N/A
			X	
			X	
			X	
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