CLASS TITLE: MAINTENANCE MANAGER

BASIC FUNCTION:
Under the direction of the Facilities Director, plan, coordinate and participate in the custodial, grounds, maintenance, new construction and renovation/modernization projects county-wide; plan, prioritize and review preventative maintenance, rehabilitation and new construction projects and other related services; coordinate Facilities Department staff and vendors. Also perform the tasks of a Skilled Maintenance Worker.

REPRESENTATIVE DUTIES:
Plan, prioritize, assign and review the work of Facilities Department staff and vendors assigned to custodial, grounds, maintenance, new construction and renovation/modernization projects and other related services county-wide. Assist to train Facilities personnel; receive work orders, schedule, assign and review the work of Facilities Department staff and vendors.

Assist in the implementation of Facilities Use Agreements, including coordinating related custodial, grounds and maintenance services; be knowledgeable of County Office of Education policies and procedures governing Facilities use. Offer recommendations in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures according to established procedures.

Prepare and maintain a variety of records and reports pertaining to work orders, work schedules, budget control, equipment repair, supplies and equipment inventory. Prepare and maintain a variety of records and reports pertaining to work orders, work schedules, budget control, equipment repair, supplies and equipment inventory.

Travel to school sites and consult with administrators and department staff regarding problems, supplies and projected needs; evaluate and recommend new projects; interview vendors regarding new maintenance, grounds and custodial products to be utilized by the County Office of Education.

Inspect buildings and related facilities for cleanliness; report unsanitary and unsafe conditions; inspect the work of Facilities Department staff and vendors while in progress; provide advice and assistance to staff.

Estimate time and material costs to complete assigned jobs; purchase materials, supplies and equipment; evaluate stock supplies and equipment; recommend purchase of cost effective materials and supplies.

Participate in hazardous materials training and disaster preparedness; inspect facilities for damage; coordinate opening and closing of facilities; respond to evening emergencies.

Coordinate custodial, grounds, maintenance and construction activities with other branches and departments; provide preventative maintenance suggestions to address facilities concerns in a proactive manner.

Review detail design work for new and alteration work; prepare cost, time and labor estimates;

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assist in the review of preliminary plans and bids for major and minor rehabilitation and construction projects; coordinate maintenance contracts for the Department.

Coordinate and interface with regulatory agencies and inspectors performing reviews on facilities equipment and projects.

Enforce building codes and regulations relating to school building construction; inspect and pass on recommendations regarding the suitability of construction equipment and quality of materials and workmanship.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Operations, services and activities of a custodial, grounds, maintenance, and new construction program.
- Principles of supervision, training and performance evaluation.
- Methods, materials and equipment used in custodial, grounds, maintenance and construction work.
- Modern principles and practices of construction and engineering.
- Materials and methods used in the construction of wood, steel frame, masonry and concrete buildings.
- Building design and blueprints.
- Contract negotiation and coordination.
- Uniform Building Code.
- Regulations relating to public school building construction, the American Disabilities Act (ADA) and playground safety.
- Rules, regulations and safety orders of the Division of Industrial Safety as applied to the construction, operation and maintenance of buildings and grounds.
- County Office of Education organization, operations, policies and objectives.
- Applicable federal, State and local laws, codes and regulations relating to construction, maintenance, grounds and custodial requirements.
- Occupational hazards and standard safety precautions necessary in the work.
- Record-keeping and reporting procedures.
- Principles of budget preparation and control.
- Energy conservation techniques/building materials.

**ABILITY TO:**
- Coordinate, organize and review the work of Facilities Department staff and vendors.
- Organize, direct and implement a comprehensive custodial, grounds and maintenance program.
- Interpret and explain County Office of Education custodial, grounds and maintenance policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State and local policies and procedures, laws and regulations.
- Read and interpret construction drawings, schematics, blueprints and sketches.
- Prepare cost estimates, review construction or equipment specifications and review bids.
- Inspect construction projects to detect deviations from plans and specifications.
- Serve as liaison between contractors, inspectors, regulatory agencies and the County Office of Education.

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Understand, interpret and formulate plans, specifications and engineering data for building projects.
Coordinate and train Facilities staff and vendors.
Monitor and work within a budget.
Prepare clear and concise reports.
Evaluate and recommend cleaning chemicals and supplies.
Communicate effectively both orally and in writing.
Establish and maintain effective and cooperative working relationships with others.
Stay current on building trade trends and codes.

EDUCATION AND EXPERIENCE:
Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. A typical way to obtain the knowledge and abilities would be: graduation from high school supplemented by college-level course work in construction technology, architecture, engineering or a related field or five years of increasingly responsible experience in construction work combined with specialized training in a particular trade of construction or facilities maintenance.

LICENSES AND OTHER REQUIREMENTS:
Valid California Class C driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor and outdoor shop environment.
Driving from site to site to conduct work.
Subject to noise from equipment operation.

PHYSICAL ABILITIES:
Heavy physical labor;
Requires vision (which may be corrected) to read small print and perform construction work;
Standing and walking for extended periods of time;
Climbing ladders and working from heights;
Dexterity of hands and fingers to operate specialized hand and power tools and equipment;
Reaching overhead, above the shoulders, and horizontally;
Walking over rough or uneven surfaces;
Bending at the waist, kneeling or crouching, crawling, and turning/twisting; and
Lifting, pulling, pushing and carrying heavy objects weighing up to 75 pounds.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
Working on ladders, scaffolding and rooftops;
Working in a cramped or restrictive work chamber;
Working around and with machinery having moving parts;
Fumes from paints and solvents;
Power saws and flying debris or nails; and
Work on live circuits up to 480 volts.

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