

Maxwell Unified School District  
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**DIRECTORS OF MAINTENANCE,  
OPERATIONS AND TRANSPORTATION**

**DEFINITION:** This is a management position, reporting to the Superintendent of the Maxwell Unified School District. Primary responsibilities include the management and supervision of all maintenance, operations and transportation functions of the District. This includes long range planning and budget development for areas of responsibility.

**DUTIES:**

- ❑ Directs, coordinates and manages the activities of the maintenance, operations and transportation functions. Recommends measures designed to improve quality, efficiency and effectiveness of these programs to the Superintendent.
- ❑ In conjunction with school administrators and other District staff, develops long range facilities plans. Ensures that the Deferred Maintenance Plan is updated on an annual basis, and that identified projects are accomplished within budget constraints. Works with the District Business Manager to identify funding sources for identified facilities and maintenance needs.
- ❑ Develops and follows a preventative maintenance program for school equipment such as vehicles, heating and air conditioning units, appliances and other large equipment. Monitors all mechanical work performed by District employees to ensure that it is done in accordance with equipment warranties and established practices.
- ❑ Establishes a checkout, mileage and daily maintenance recording system to be used by each vehicle driver on a daily basis. All vehicles checked out through the District Office must have a daily log sheet accompanying the vehicle keys. This form is to be returned to office personnel filled out when the vehicle is returned. This includes the Agriculture Vehicles and all other district owned vehicles.
- ❑ Responsible for ensuring pupil transportation needs are provided for in accordance with law, regulations and policies. Assigns bus drivers to established routes and for other school activities and may also need to drive an established route or act as a substitute bus driver. Maintains all transportation paperwork and prepares necessary reports. Coordinates driver training needs through agreements with qualified driver trainers, and is responsible for ensuring that all driver requirements are met and current.

- ❑ Responsible for overseeing that all bus maintenance is complete and all mileage logs and reports are kept current and accurate.
- ❑ Reviews all purchase requests that affect the maintenance, operations and transportation budget. Responsible for determining when work can be done by District employees, and when it is in the best interest of the district to contract out. Adheres to all rules, regulations and policies pertaining to contracting and competition.
- ❑ Responsible for working with District architects and/or engineers on projects requiring such services to develop specifications, work through the bid process and act as the District representative for any contracts that are awarded.
- ❑ On a daily basis directs and supervises the work of groundskeepers and maintenance workers in such a way as to ensure that school grounds and facilities are safe, clean and in top operating condition.
- ❑ M.T.O. is required to observe and evaluate maintenance and groundskeepers as per association contract.
- ❑ Provides technical and administrative supervision to a few employees engaged in grounds, transportation, maintenance and mechanic work. Is responsible for planning work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities and the abilities of the employees. Develops performance guidelines and evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both work and administrative matters. Hears and resolves minor complaints for subordinates. Refers group grievances and more serious unresolved complaints to the Superintendent. Effects minor disciplinary measures such as letters of warning, caution, or admonishment, and recommend other official disciplinary actions. Involved in the interview process for filling positions in the unit. Identifies and provides for training needs. Finds ways to improve production or increase the quality of work directed.

**REQUIRED KNOWLEDGE, TRAINING, SKILLS AND ABILITIES:**

- ❑ Must be a high school graduate.
- ❑ Knowledge of maintenance, operations and transportation functions such as to be able to perform the work, supervise the work and develop long range plans indicating the most cost effective, efficient ways to carry out the program of work.
- ❑ Skilled and licensed in the operation of motor vehicles, including a school bus.
- ❑ Ability to manage conflicting priorities and deal effectively with a wide variety of demands and operating conditions.

- Skill in interpreting information, and applying conventional analytical and problem solving methods for the purpose of developing plans and formulating recommendations.
- Ability to effectively communicate orally and in writing with subordinates, other MUSD personnel, vendors, contractors and community members for the purpose of sharing and receiving information, giving specific work conditions and persuading others to take a recommended course of action.

**PHYSICAL DEMANDS:**

The work performed is both indoors and outdoors. Adverse conditions which may be encountered are: fumes, gasses, heat, dampness, dust, odor, crowds, noise, vibration, confined spaces, electrical hazards, stormy weather such as rain or snow, adverse traffic conditions and heights up to fifty feet. Frequent lifting of up to 50 pounds is required.

**WORK ENVIRONMENT:**

Work is typically performed on school sites, with the exception of driving bus. This work could be outdoors, in the maintenance barn, the District office or occasionally at another site for training or special projects.