

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Manager, Facilities Maintenance	CLASSIFICATION:	Non-Represented Management / Classified
SERIES:	Manager I	FLSA:	Exempt
JOB CLASS CODE:	4941	WORK YEAR:	12 Months
DEPARTMENT:	Facilities and Maintenance	SALARY:	Range 9 Salary Schedule A
REPORTS TO:	Director II, Facilities and Maintenance	CABINET APPROVAL:	02-05-14

BASIC FUNCTION:

The Facilities Maintenance Manager will coordinate the planning and implementation of school district policies, procedures, goals, directives, priorities, and decisions for the purpose of complying with Facilities Maintenance program within the Sacramento City Unified School District (SCUSD).

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide a positive and harmonious work environment. **E**

Assume duties and responsibilities of Facilities Maintenance Director in his/her absence for the purpose of providing continual and seamless maintenance operation services. **E**

Attend meetings, seminars, and courses for the purpose of acquiring knowledge and conveying necessary information related to maintenance staff functions. **E**

Communicate with various individuals (e.g. students, parents, staff, patrons, volunteers, contractors, regulatory agencies, interagency contacts, and professional service providers) for the purpose of coordinating and facilitating work projects and relaying information. **E**

Assist with monitoring and inspecting outside contract work to ensure standards are being met; makes recommendations for meeting standards; and assist with coordinating outside contractors for facility renovations. **E**

Monitor work performance and provides direction and support to maintenance staff as necessary for the purpose of assisting them in the successful completion of their work and achieving a high level of performance. **E**

Performs recordkeeping functions and processes data for the purpose of assigning work, tracking resources, and documenting activities. **E**

Assist in preparing and/or reviewing contract documents for purchase and delivery of equipment, materials, supplies, and services for the purpose of coordinating requisitions. **E**

Provide training (e.g. maintenance, equipment, safety) for the purpose of delivering instruction and communicating goals, expectations, and procedures. **E**

Utilize standard office equipment, computer software programs, and work order management system for the purpose of preparing, maintaining, and conveying information. **E**

Respond to emergency situations for the purpose of resolving immediate safety, operations, and logistical concerns. **E**

Prepare written material (e.g. correspondence, reports, estimates, schedules, spreadsheets, requisitions, and electronic mail) for the purpose of maintaining records and conveying information. **E**

Provide leadership in the support of School District policies, procedures, goals, directive, priorities, and decisions for the purpose of complying with district requirements and providing a positive and harmonious work environment. **E**

Assist in supervising the control and use of all materials, supplies, and equipment used in the Facilities Maintenance department. **E**

Advise the Facilities Maintenance Director in matters relating to facility and operations activities and provides information to civic and public groups and individuals as needed. **E**

Assist in analyzing annual operating costs and makes recommendations for department budget. **E**

Participate in short and long-term planning of capital improvement projects. **E**

Guide, direct, and motivate employees. **E**

Organize and supervise the activities of various crews and subcontractors performing construction and maintenance work. **E**

Collaborate with trade supervisors to create, implement, and evaluate processes and procedures that support Facilities Maintenance goals. **E**

Demonstrate initiative in identifying potential problems or opportunities for improvement; take appropriate action; and keep Facilities Director informed of potential problems or unusual events. **E**

Communicate and collaborate with other administrators, district personnel, outside organizations, and contractors to coordinate activities and programs; resolve issues and conflicts; exchange information; and model district standards of ethics and professionalism. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees; recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities and Maintenance. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in engineering, construction, or related field and four years increasingly responsible supervisory experience related to the maintenance of building and facilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Willingness to monitor projects on other than regular working hours, including nights and weekends.

SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS OF:

Required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations, and/or laws; operating equipment used in trade; utilizing standard office equipment including pertinent software applications; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE OF:

Knowledge is required to perform math and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems.

State and federal requirements regarding maintenance at school sites; codes, regulations, and laws related to the job functions.

Budget preparation and control.

Applicable laws, codes, regulations, policies, and procedures.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.

Principles and practices of management, supervision, and training.

Evaluation approaches, strategies, and techniques.

Operation of a computer and related software.

ABILITY TO:

Communicate effectively, verbally, and in writing.

Schedule a significant number of activities, meeting, and/or events.

Analyze data utilizing a variety of complex processes.

Problem solves and analyzes data based on organizational objectives.

Utilize a variety of job-related equipment under a multiple conditions.

Provide directions and leadership, set priorities, and work as a team.

Work with frequent interruptions, and adapt to changing work priorities.

Establish and maintain effective working relationships with employees, departments, and public.

Make independent decisions, follow instructions, and accept constructive criticism.

Establish and maintain effective working relationships with staff, administrators, and outside agencies.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Demonstrate initiative in the performance of assigned responsibilities.

Demonstrate support for the school district and its goals and priorities.

Communicate effectively with the public, staff members, students, parents, administrators, and other contact persons using diplomacy and good judgment.

Work non-standard work hours including nights and weekends.
 Interpret, apply, and explain rules, regulations, policies, and procedures.
 Analyze situations accurately and adopt an effective course of action.
 Plan and organize work to meet schedules and deadlines.
 Maintain complex records and assemble and organize data.
 Prepare comprehensive narrative and statistical reports.
 Supervise and evaluate the performance of assigned staff.
 Operate a computer and related software.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear, speak, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; ability to move freely at construction sites; climb ladders; maneuver through tight and cramped spaces (i.e., trenches, crawl spaces, electrical and mechanical vaults, etc.).

SAMPLE HAZARDS:

Exposure to safety hazards routinely associated with construction sites and maintenance spaces is possible.

HEALTH BENEFITS: Management employees purchase their own health benefits with district-offered plans.

APPROVALS:

Ken A. Forrest, Chief Business Officer

Date

Sara Noguchi, Ed.D., Interim Superintendent

Date