

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**CLASS TITLE: DIRECTOR FACILITIES, MAINTENANCE AND OPERATIONS**

**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent-Business Services, plan, organize, control, and direct the facilities, maintenance and operations functions of the District; oversee and coordinate major maintenance and construction projects; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, organize, control and direct the facilities, maintenance and operations functions of the District; assure on-going maintenance and repair activities on District facilities and grounds comply with department standards of quality, priority and budget; establish, maintain and update departmental operating policies and procedures.

Communicate with site administrators to assure facilities, maintenance and operations requirements are being fulfilled; review and assign work orders and review completed assignments as necessary.

Train, supervise and evaluate the performance of assigned personnel; assist department Supervisors in resolving employee performance deficiencies; review personnel evaluations for maintenance and operations staff.

Oversee and coordinate new construction projects; provide specification information to architects and engineers, and review submitted specifications and plans; hire and oversee outside building inspectors as required; consult with outside contractors on job-related questions and problems; certify work progress and final payments.

Plan and coordinate remodeling projects; review remodeling specs and plans; provide direction regarding budget and schedule.

Direct the custodial and groundskeeping functions of the District; assure standards of quality and priority are met.

## **Director-Facilities, Maintenance & Operations- Continued**

utility expenses; work with outside agencies in utility rebate and incentive programs.

Develop and prepare the annual preliminary budget for the Facilities, Maintenance and Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Attend and conduct a variety of meetings as assigned; attend Governing Board meetings.

### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Planning, organization and direction of facilities, maintenance, and operations activities.

