

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER – FACILITIES/OPERATIONS

BASIC FUNCTION:

Under the direction of the Director-Facilities/Operations plan, organize, coordinate and supervise the maintenance, repair, alteration and construction of District buildings, equipment, utility systems and facilities; inspect facilities and consult with maintenance personnel, District administrators and contractors to coordinate and prioritize work projects; assign, review and evaluate the work of assigned maintenance personnel involved in mechanical and construction maintenance assignments.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and oversee day-to-day maintenance activities in the construction and mechanical trades including HVAC, plumbing, carpentry, painting, glazing, locksmith, and sprinkler installation, electrical, computer repair, and metal fabrication; assure the proper and efficient maintenance and repair of District buildings and facilities. **E**

Inspect District buildings, equipment, utility systems and facilities to determine needed maintenance and repair, to review grant programs and work in progress and to assure proper completion of work orders and contracts; inspect new construction projects; manage the impact and integration of new construction projects with existing District facilities. **E**

Assist in the administration of projects related to ongoing bond measures and future bond measures. **E**

Assist in the direction and problem solving for new construction contracts; assist in the analysis of work performed by contractors, sub contractors and trades individuals; serve as a District liaison for citizen concerns/complaints regarding new construction projects. **E**

Assist in the bid process for new construction projects as well as outside contractors, vendors and consultants. **E**

Manage and monitor budget expenditures for all maintenance departments. **E**

Consult with District maintenance personnel, administrators and outside contractors to coordinate, prioritize and schedule work projects. **E**

Supervise and evaluate the performance of assigned staff; assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary action as needed. **E**

Develop and prepare work schedules; review maintenance reports and work orders to determine materials, labor and time requirements; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations. **E**

Conduct inspections and recommend the removal of fire, safety or health hazards and assist in coordinating asbestos-related issues; lead, chemicals and mold-related issues; oversee the safekeeping and proper disposal of medical waste; instruct staff in safe and proper work practices. **E**

Follow-up on orders with District personnel to assure timely and proper payment for supplies and services purchased. **E**

Communicate with vendors, contractors, engineers and State and County inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures. **E**

Assist in the coordination of large projects including deferred maintenance, new construction, energy conservation, building rehabilitation, asbestos removal, mold removal, and additions and alterations to portable buildings. **E**

Read and interpret building plans, blueprints and specifications and assure conformance with building and safety codes, regulations and requirements. **E**

Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues, such as the District alarm security system and emergency calls. **E**

Participate in the establishment and implementation of a systematic preventive maintenance program; investigate vandalism as necessary. **E**

Assist in determining needed equipment, materials and supplies for the District maintenance operations; requisition a wide variety of supplies, maintenance tools and equipment; assure proper receipt of ordered materials. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials and equipment used in the building maintenance trades including HVAC, plumbing, carpentry, painting, glazing, locksmithing and sprinkler installations.

Building construction practices and laws governing the construction, maintenance and repair of schools and public buildings.

Appropriate safety precautions and procedures.

Operation of a computer terminal.

Health and safety regulations.

Applicable State, County and City laws, codes and regulations related to fire, safety and maintenance operations.

District organization, operations, policies and objectives.

Principles and practices of supervision and training.

Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Record-keeping techniques.

Shop math.

ABILITY TO:

Perform a variety of responsible duties related to the supervision of building construction and mechanical maintenance operations and activities.

Plan, organize, schedule, assign and review maintenance work and projects.

Train, supervise and evaluate personnel.

Prioritize and schedule work.

Read, interpret and work from construction drawings and blueprints.

Estimate materials and labor costs.

Plan, layout, direct and control a maintenance work program involving diversified activities.

Work independently with little direction.

Communicate effectively both orally and in writing.

Maintain detailed records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Perform heavy physical labor.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate of Arts degree in management, construction, industrial arts or a related

field and four years journey-level experience in one or more of the building maintenance trades including three years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations, walking to conduct inspections, bending at the waist, and sitting or standing for extended periods of time, lifting, bending, pushing, and moving objects weighing up to 25 pounds.