

**ORCUTT UNION SCHOOL DISTRICT
CLASSIFIED NOTICE OF VACANCY**

500 Dyer Street
Orcutt, CA 93455
(805) 938-8900

Classified application available @ www.orcutt-schools.net

February 16, 2024

Classified Management

POSITION: Director of Maintenance,
Operations and Transportation (MOT)
12-month position; 261 days

SALARY: Annual salary \$119,799 -\$142,280

QUALIFICATIONS: See job description

TO APPLY: Submit an Application for Employment – Classified (available at www.orcuttschools.net, Departments, Human Resources, Management Employment, Related Downloads, Applications for Classified Management Positions, in addition to a resume and letter of interest stating your qualifications and experience to Susan Salucci, Assistant Superintendent/ Human Resources, Attention: Classified Personnel, 500 Dyer Street, Orcutt, CA 93455

Applicants must follow the above instructions to be considered.

APPLICATION DEADLINE: March 8, 2024, 4:00 pm

INTERVIEWS: March 14, 2024 with follow up March 15, 2024
Selected applicants will be notified

Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.

General Requirements Upon Offer of Employment

The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States

Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.

State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.

ORCUTT UNION SCHOOL DISTRICT

CLASS TITLE

DIRECTOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION (MOT)

EMPLOYMENT STATUS – Classified Management Position

BASIC FUNCTION

The Director of Maintenance, Operations and Transportation (MOT) works under the supervision of the Assistant Superintendent/Business Services. The Director plans, organizes, directs and administers the maintenance, operations and transportation functions of the District, ensures efficient and cost effective departmental operations, supervises trains, directs the work, and evaluates the performance of assigned personnel. The Director is responsible for long range planning operations, transportation operations, emergency services, hazardous material management, contracts administration, and all aspects of public works projects. The Director assists the Assistant Superintendent in facility master planning, analysis, research and construction.

ESSENTIAL DUTIES – Duties include, but are not limited to the following:

Direct the maintenance, custodial, grounds keeping, warehousing and transportation operations of the District.

Direct the staff assigned to the various areas of responsibility, including providing for the evaluation and in-service of staff.

Supervise special projects related to buildings, grounds, and transportation as assigned by the Assistant Superintendent of Business.

Direct the inspection of buildings and grounds and confer with site administrators on needed maintenance, repairs, and modernization activities.

Interpret plans for contractors and subcontractors; maintain records and prepare reports.

Develop and maintain high standards for all departmental services and monitor to ensure accountability.

Manage disposal of surplus property per Education Code.

Check and inspect work done by contractors to ensure compliance with District procedures, standards, specifications and with building codes.

Direct and coordinate communication with the offices of Public School Construction, State Allocation Board, Division of the State Architect, and Department of Education Facilities Planning Division related to school construction.

Prepare, submit and monitor budgets for maintenance, operations and transportation.

Maintain internal controls/records for distribution of all keys for all facilities in the District.

Requisition materials and approve expenditures for departmental needs.

Be available in case of emergencies on a 24-hour per day basis.

Attend Schools Insurance Program for Employees (SIPE) Risk Management Committee meetings. Submit requests for safety incentive funds to purchase safety equipment and training for the District.

Actively seek grants and rebates.

Actively seek innovative, proactive solutions for preventing accidents to reduce injuries and claims.

Assist with planning and preparation for disaster preparedness according to FEMA requirements and guidelines.

Serve as Safety Coordinator for the District.

Provide assistance and direction to site and program administrators on matters related to Maintenance, Operations and Transportation.

Direct the District's maintenance program including the scheduling of maintenance activities and assignment of staff to those activities.

Schedule and coordinate the District Preventative Maintenance Program.

Review plans and specifications for maintenance work, construction and modernization projects.

Meet and coordinate with outside contractors on construction projects.

Direct the District's transportation program including the development of routes/stops, driver training and all other areas of the department.

Oversee the instruction of new and regular bus drivers in the proper operation of school buses.

Serve on various committees, including as Chair of the District Transportation Committee and Safety Committee.

Direct the District's vehicle maintenance program and oversee compliance with vehicle safety regulations.

Confer with and assist site and program administrators on disciplinary problems of student passengers on buses and at bus stops.

Address parent complaints relative to the transportation program.

Oversee coordination of co-curricular and field trip events relative to transportation needs.

Oversee the District's custodial services including coordination of work assignments and scheduling workloads.

Direct the District's warehouse personnel.

Review and coordinate all work orders, schedules and material ordering for the department.

Maintain necessary records and files.

Oversee District security systems.

Perform related duties as assigned.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, reading reports, policies, regulations, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate a vehicle to attend meetings, make site visits and observations; occasionally move supplies and equipment weighing up to 50 pounds; and work with chemically based materials. The duties are performed both indoors and outdoors, in office, shop and project site settings, and require the ability to sit, stand, walk, climb, crouch, and kneel; push/pull/carry equipment and supplies; and reach in all directions.

QUALIFICATIONS

Education/Experience/Training: Any combination of education, experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be six years of increasingly responsible experience in industrial management, building construction, maintenance work, or a related field, including supervisory and management experience. A Bachelor's degree in a related field from an accredited college or university is preferred. Public school district experience is desirable. Added value professional training and/or experience pertinent to schools such as a degree in architecture, engineering, construction management; a contractor's license or other specialized certification; and/or extensive experience with DSA will be considered for its merit.

License or Certificate: Possession of a valid California driver license. Must be insurable at standard rates and maintain such insurability during course of employment.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, methods, techniques and strategies pertaining to comprehensive school district maintenance, operations, transportation and custodial programs; practices, procedures and trends of management, organization and supervision; equipment, materials and supplies commonly utilized in the repair and maintenance of school facilities; practices, procedures, techniques and strategies for determining operational effectiveness; personnel management techniques; practices used in assigning and evaluation personnel; basic record keeping techniques; warehouse management practices; standard safety practices; interpersonal skills using patience, courtesy and tact; English usage, grammar, spelling and punctuation; legal framework governing school construction, facilities maintenance, pupil transportation, and public contracting; construction management; contract development and administration; Division of State Architect requirements related to school construction; general obligation bond; Department of Industrial Relations.

Ability to: Provide leadership and effectively and efficiently plan, organize and supervise the functions and activities of comprehensive maintenance, operations, transportation and custodial programs; plan, organize, assign, supervise and evaluate the functions and activities of MOT personnel; communicate effectively in oral and written form; understand and carry out directions with minimal supervision; establish and maintain effective relationships and work cooperatively with the public, administrative personnel, and fellow employees; prepare and present clear and concise reports; interpret, apply and explain rules, regulations, policies and procedures; train and provide work direction to others; analyze situations accurately and adopt an effective course of action; periodically attend evening meetings; travel within and out of District to attend meetings; utilize computer for applicable job related requirements; estimate cost of materials and labor; work from blueprints, shop drawings and sketches; inspect facilities for maintenance and repair needs and fire, safety and health hazards; read, interpret, apply and explain rules, regulations, policies, collective bargaining contracts, and procedures.