



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

## AGENT: MAINTENANCE AND OPERATIONS

### DEFINITION:

Under the direction of the Lead Business Services Agent, direct, plan, coordinate and supervise the District's building and grounds maintenance and custodial operations related functions and activities, and ensure efficient and cost-effective departmental operations; supervise and evaluate the activities and performance of assigned personnel; perform other job-related duties as assigned and/or as required.

### ESSENTIAL DUTIES:

- Organize, coordinate and direct all activities related to the facilities, maintenance and operational performance and functions to ensure safety, economy, effective communications, efficient use of the District's equipment and supply resources to effectively maintain the appearance and condition of buildings, grounds and equipment.
- Review, evaluate and monitor the performance of supervisory and lead personnel.
- Direct and advise on the methods and procedures of needed work, supplies and equipment.
- Assist with problem solving and determining future requirements of personnel and materials.
- Communicate with District and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors and others concerning facilities maintenance and operations requirements.
- Prepare and administer the departmental budget.
- Monitor and control expenditures of resources according to established fiscal policies.
- Administer other funding allocations for capital improvements.
- Develop District building and design standards, and lead in the development of public bid specifications for facilities construction renovation projects.
- Lead in the planning of the District's deferred maintenance program.
- Implement short- and long-term programs related to the preventative maintenance of District facilities.
- Schedule, assign and inspect work of assigned personnel.
- Analyze staffing requirements and make recommendations.
- Schedule and conduct in-service training for staff as needed.
- Research, analyze and interpret technical data related to large-scale capital improvement and maintenance and operations projects.
- Make recommendations concerning work to be performed by outside contractors.
- Select and approve the purchasing of equipment and supplies within established guidelines.
- Review incident and accident investigation reports and determine appropriate action.
- Ensure departmental compliance with a variety of health and safety regulations related to fire hazards, toxic waste removal and asbestos management.
- Ensure compliance with local, State and Federal laws, rules and regulations as required.
- Evaluate and update new technology, theory and practices in the areas of the maintenance and repair of the District's facilities and grounds.
- Monitor new related legislation and revisions to state programs concerning school facilities maintenance and operations.
- Counsel and advise District personnel and members of the education community regarding maintenance and operations related problems and concerns.

- Prepare agenda items for Board of Education meetings and submit all required written reports in a timely manner.
- Respond, evaluate and maintain services as needed due to emergency situations pertaining to District buildings, grounds and equipment.
- Operate a computer and other office equipment.
- Perform other job-related duties as assigned and/or as required.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

- Methods, techniques, materials and equipment utilized in school facilities maintenance, repair and construction used in the various crafts including carpentry, plumbing, painting, electrical and HVAC work.
- Building construction practices.
- Legal mandates, policies, regulations and guidelines pertaining to the maintenance and construction of school facilities, office buildings and equipment.
- Safe working methods and procedures.

ABILITY TO:

- Organize, coordinate and direct maintenance, construction and cleaning projects to completion.
- Interpret blueprints, plans, drawings, schematics and other data pertaining to the maintenance, and construction of school facilities, office buildings and equipment.
- Effectively serve as a liaison to contractors and vendors performing District service.
- Accurately estimate cost of repair and construction of facilities.
- Communicate effectively in oral and written form.
- Understand and follow oral and written directions with minimal accountability controls.
- Effectively and efficiently operate a computer and related equipment.
- Proficient use of computers and applicable software.
- Establish and maintain cooperative working relationships.

**EDUCATION AND EXPERIENCE:**

EDUCATION:

Verification of Bachelor's Degree.

EXPERIENCE:

Five years of progressively responsible experience in one or more of the building trades that pertain to the maintenance, repair and construction of facilities. Three years of experience supervising extensive maintenance programs in a multi-site environment.

Recent job-related experience within the last five years is required.

**LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

**PREFERRED QUALIFICATIONS:**

Experience in school or government maintenance, repair and construction of school facilities is preferred.

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Office work environment with field/site visits.

Building construction sites.

### PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects.
- Will walk or stand for extended periods of time.
- Will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be capable of providing oral information, both in person and over the telephone.
- Must possess the manual dexterity to operate hand tools and related equipment and to handle and work with various materials and objects.
- May be occasionally exposed to hot, cold, wet, humid or windy conditions caused by weather.
- Drive a vehicle to conduct work.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### POTENTIAL HAZARDS:

- Exposure to fumes, vapors, odors, oil/grease, and gases.
- Exposure to noise and vibration.
- Exposure to open land environment hazards.
- Exposure to construction site hazards.

This classification description describes the general nature of the work performed, representative duties, as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the classification.

**Revision Date: 1/1/2022**

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RIALTO UNIFIED SCHOOL DISTRICT IS A "DRUG and TOBACCO-FREE WORKPLACE"**