



# RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT

## ASSISTANT AGENT: MAINTENANCE AND OPERATIONS

### DEFINITION:

Under the direction of the Maintenance and Operations Agent, assist in the oversight, management and administration of Maintenance and Operations. Monitor, coordinate and administer facilities activities related to custodial, grounds keeping, maintenance, safety, and energy conservation and awareness to ensure compliance with District, Federal and State regulations and policies; develops and implements operations and training policies. Acts for the Agent of Maintenance and Operations in that person's absence, as assigned.

### ESSENTIAL DUTIES:

- Plan and direct assigned staff in their regular, periodic or maintenance of buildings, custodial support, grounds and energy management.
- Meet and confer with District administrators regarding the cleaning of buildings and grounds operations.
- Establish standards and specifications for supplies and equipment for operations of the custodial, grounds, maintenance and energy management departments.
- Conduct regular "walk-through" audits of all District facilities to ensure efficient operation, optimum education environment and performance of maintenance repairs in compliance with current standards, codes and ordinances.
- Supervise regular or special modifications to facilities
- Develop and use management information systems for energy efficiency.
- Develop preventive grounds programs to ensure safe, efficient, reliable operations, facilities and equipment.
- Develop a master schedule for the regular school year, Winter, Spring and Summer work such as cleaning, maintenance of the grounds, and other projects.
- Serves as a liaison with the District's utility partners, energy and natural resource regulatory agencies, and assure compliance with local, state and Federal laws, rules and regulations as required.
- Initiate or recommend changes to improve efficiency, cost effectiveness, safety, upkeep and energy conservation of Schools and District sites, buildings and grounds.
- Prioritizes and coordinates duties and assignments to assure effective workflow and facilitate operations.
- Coordinates responses to emergency calls.
- Conduct meetings and make presentations.
- Review and evaluate procedures and the effectiveness of the Maintenance activities, Operation activities and Energy management activities.
- Assist in preparing the budgets for maintenance, operations and energy management.
- Estimate cost of custodial support, maintenance, grounds, and energy management projects.
- Assist in monitoring environmental and ventilation systems for energy efficiency.
- Assist, and make recommendations to the Agent of Maintenance and Operations on alternate energy sources, capital projects, consumption and general energy conservation measures.
- Maintain energy and water consumption records and data.
- Assist with the design and maintenance of the programming for computerized energy management systems to ensure operational efficiency.
- Review performance evaluations of employees and assist administrators in evaluating subordinate personnel.
- Assist maintenance and operation administration team with supervision and evaluations in their absence.
- Assist in employee selection and the performance evaluation process.

- Perform other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### KNOWLEDGE OF:

- City, State and Federal building codes, ordinances and regulations relating to maintenance techniques and activities.
- Cleaning practices, maintenance practices and related engineer principles.
- Methods, materials, supplies and equipment used in the various cleaning and maintenance activities and crafts.
- Principles of supervision, training and performance evaluation.
- Concept of progressive discipline.
- Record-keeping and reporting principles and practices.
- Principles of management, organization, personnel and budget administration.
- Principles and practices, tools, equipment and materials used related to custodial and grounds care.
- Principles of energy conservation, and energy management.
- Personal computer systems and software applicable to the position.
- Correct English usage, grammar, spelling, punctuation and vocabulary in written and oral communication, as applicable.
- Interpersonal skills using tact, patience and courtesy.

### ABILITY TO:

- Estimate materials and labor costs.
- Prepare comprehensive technical studies and reports, policies, regulations, proposals, schedules and correspondence, maintain records.
- Read, interpret and work from drawings, diagrams and blueprints. Prepare specifications.
- Communicate effectively orally and in writing.
- Evaluate new products, select materials and supplies for District use.
- Prepare and administer the Department budgets.
- Operate a vehicle observing legal and defensive driving practices.
- Plan, organize, direct and coordinate work for self and others.
- Train, supervise and evaluate personnel.
- Meet schedules, timelines and complete assignments with many interruptions.
- Learn and follow oral and written instructions.
- Analyze situations accurately with good judgment to adopt and recommend effective action plans.
- Learn, research, synthesize, interpret, apply, explain and assure compliance with rules, regulations, policies and procedures as related to assigned work functions.
- Perform difficult and complex tasks, practices and procedures requiring accuracy, independent judgment, resourcefulness and knowledge of office functions and District policies.
- Maintain current knowledge of laws, rules and regulations related to human resources activities.
- Maintain confidentiality of sensitive and privileged information.
- Utilize interpersonal skills of courtesy, tact, diplomacy, patience and professionalism.
- Establish and maintain cooperative and effective working relationships with others including the application of good customer service principles.
- Quickly and accurately prepare, compute, conduct, gather, read, comprehend, analyze, interpret and comprehensively report on complex and technical mathematical, statistical, narrative and qualitative research and analysis.
- Use proper spelling, punctuation and grammar.
- Compose correspondence and written materials independently.
- Speak clearly and concisely and make presentations to small and large groups.

## **EDUCATION AND EXPERIENCE:**

### EDUCATION:

Minimum of a high school diploma or equivalent is required; college level training/coursework in the construction trades, business administration, planning, engineering, architecture or other related fields in Maintenance and Operations is preferred.

**EXPERIENCE:**

Seven (7) years of experience managing complex facilities projects, preferably in public schools, including two (2) years of experience supervising various levels of staff in the following trades: electrician, HVAC, carpentry, plumbing, elevators, grounds keeping/gardening and maintenance in general.

Recent job-related experience within the last five (5) years is required.

**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.

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