



# RUSD

RIVERSIDE UNIFIED  
SCHOOL DISTRICT

**CLASS TITLE:** Director V, Maintenance, Operations and Transportation

**WORK YEAR:** 12 Months

**VACATION:** 27 Days

**REPORTS TO:** Assistant Superintendent – Operations

**PRIMARY FUNCTION:**

The Director of Maintenance, Operations and Transportation reports directly to the Assistant Superintendent of Operations and is responsible for the oversight of the physical plant, building maintenance, custodial operations, campus grounds, energy management, and transportation. Transportation, Maintenance and Operations will report to this position.

**REPRESENTATIVE DUTIES:**

- Establish policies and protocols that meet all required maintenance standards as required by law and work with the administration to ensure compliance with all regional, state, and federal permitting and laws as they impact the school.
- On an on-going basis, procure requested data and prepare reports for the Assistant Superintendent, Operations, Executive Cabinet and Board of Education.
- Prepare or direct the preparation of budgets, reports, surveys, and statistical analysis.
- Prepare and maintain long-term maintenance plans for deferred maintenance funding.
- Develop and implement an ongoing equipment replacement program.
- Exercise fiscal control of the department(s).
- Assist with planning committees, architects, technical consultants and specialists concerning educational facilities.
- Arrange bids and develop specifications for all outside contractual work.
- Prepare specifications, evaluate bids, recommend awards, and negotiate contracts.
- Oversee the work of all outside contractors related to facilities, maintenance and transportation, directly or via departmental managers, to ensure compliance with contractual agreements and budgetary restrictions.
- Serve on various District Committees.
- Oversee District Standards.
- Oversee the performance of various facilities compliance measures such as but not limited to, Relevant District Policies and Procedures, FIT Inspections, RRM Funding, Fire/life Safety Compliance.
- Oversee District utilities budgets and energy conservation program.

- Plan, organize, staff, direct and manage the District transportation program.
- Coordinate training of bus drivers with the Pupil Transportation Contractor to insure compliance with District policies.
- Develop and implement policies and programs covering all aspects of pupil transportation.
- Evaluate and counsel employees and recommend personnel actions.
- Consult with District management personnel, school community, and the Contractors regarding services provided by the district.
- Coordinate with the city engineers, other agencies, and school managers in providing safe school environment.
- Manage the operation of the Edulog Computerized Transportation system including coordinating the routing and scheduling of buses with the Contractor.
- Update and maintain the District Master Street and master stop index including the coordination of boundaries, determining or verifying distances and making recommendations on pupil transportation issues.
- Communicate concerns with parents, staff and community representatives to assure student safety, positive student behavior, and positive school community relations for the pupil transportation program; coordinate the pupil transportation discipline program.
- Coordinate the safe, efficient use of transportation resources by coordinating load counts, reviewing discipline reports, conducting driver and route evaluations and overseeing contract operations.
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

- Principals and methods of modern public and business administration and management.
- Objectives and operating techniques of a school district.
- Supervision of represented employees under a Bargaining Unit Contract.
- Office management principles and practices.
- Basic financial procedures.
- Personnel administration and management, specifically with unionized staff.
- Theories of educational facility design; instructional theory; methods and practices; State educational facilities guidelines and land use planning practices.
- Current trends of school building design and construction.
- Building codes/standards, procedures, equipment, supplies and tools used to maintain district buildings and grounds.
- Competitive bid process, Division of State Architect, and Office of Public Schools Construction.
- Laws regulating pupil transportation.

## **ABILITY TO:**

- Management of large, complex budgets.
- Aid in the design of appropriate, effective, efficient and safe facilities; interpret data from a variety of sources to extract necessary data for preparation of plans and reports; establish and maintain effective working relationships with fellow workers; agency representatives and the public.
- Conduct research, prepare and present oral and/or written reports, and to publicly represent the District in meaningful manner.
- Operate complex computer software packages such as database, word processing, spreadsheets, statistics, project planning, and presentation graphics.
- Assist in the preparation of bid and quote specifications.
- Ability to read construction documents.
- Prepare, monitor and balance large complex budgets.
- Plan, organize and coordinate the activities of maintenance and transportation staff.
- Analyze situations accurately and adopt effective courses of action.
- Communicate effectively both orally and in writing.
- Supervise and train assigned personnel.
- Establish and maintain effective relationships with other departments, parents, community, school administrators and Pupil Transportation Contract personnel.

## **EDUCATION AND EXPERIENCE:**

- Education equivalent to graduation from a four-year college with a major in School Administration, Business, Public Administration, Architecture Design or Engineering is desirable.
- Background and experience in education facilities is highly desirable.
- Experience in preparing, monitoring and balancing large complex budgets.
- Experience in building trades, mechanical trades, electronics, vehicle repair, grounds maintenance, custodial, transportation and project management is required.
- Extensive and successful experience addressing personnel matters.

## **WORKING CONDITIONS:**

### **Physical Abilities:**

- Seeing to perform assigned duties.
- Hearing and speaking to exchange information and make presentations.
- Physical labor performing maintenance and operations duties.
- Hearing and speaking to exchange information and provide work direction.

- Seeing to monitor transportation operations and read budgets, reports, surveys and related materials.
- Dexterity of hands and fingers to operate a computer keyboard and district vehicles.
- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

**Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

**Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations