

Mountain View Whisman School District Human Resources Department	Job Title: Assistant Director Maintenance, Operations & Transportation
Classification: Classified Management Salary Schedule – Coordinator/Assistant Director	Date Approved:

***Employment contingent upon background check and Post-Offer Pre-Employment Physical (POPP)***

**Position Description**

The job of the Assistant Director was established for the purpose of assisting the Director of MOT in managing the Maintenance, Custodial and Transportation Departments. The Assistant Director will participate in the cleaning of facilities and train others in order to promote efficient practices that result in clean and attractive facilities. The administrator stands in place of the Director of Maintenance, Operations & Transportation in his or her absence.

The Assistant Director will assist in the supervision, inspection and evaluation of the Custodial and Transportation Department staff. The Assistant Director will also have responsibility in the selection, training, supervision, evaluation, and motivation of subordinate personnel.

This job reports to the Director of Maintenance, Operations and Transportation.

**Education/Experience**

High school diploma or equivalent combination of training and experience.

3 years experience in the Maintenance, Transportation & Custodial Field.

**Required Qualifications**

- Possess and maintain a valid State of California License w/ endorsements P & S
- Possess and maintain a valid First Aid and Medical certificates issued by an authorized agency  
Completion of ten (10) hours of general instruction annually and 10 hrs of specific instruction (from OST) during certificate renewal.
- **Must possess or obtain a Bus Driver Certificate within 12 months of hire date.**

**Skills/Abilities**

- The ability to determine priorities and schedule work effectively and efficiently.
- The ability to effectively communicate orally and in writing as well as provide inservice to employees or other groups
- The flexibility to cope with emergencies
- The knowledge of the Maintenance, Custodial and Transportation fields
- Strong organizational and interpersonal skills
- The ability to apply effective supervisory principles and practices including interviewing, counseling, motivation, training and development, evaluation and disciplinary techniques, methods and procedures.
- The ability to perform and use all the tools in the Custodial field.

- The ability to schedule, assign and perform 'walk-through' quality reviews of the work of Custodians.
- The ability to demonstrate custodial equipment and methods to Custodians.
- The ability to plan, prioritize to meet schedules and timelines.
- The ability to manage and supervise a large and diverse workforce, effectively implementing recognition, evaluation systems and discipline to maintain employee confidence and morale.
- The ability to analyze complex issues, formulate reports, organize and present data and provide summaries, conclusions and resolution options.
- The ability to apply effective supervisory principles and practices including interviewing, counseling, motivation, training and development, evaluation and disciplinary techniques, methods and procedures.
- Handle stress and frequently changing situations

### **Examples of Duties & Responsibilities**

- The administrator stands in place of the Director of Maintenance, Operations & Transportation in his or her absence.
- Assists in the development and implementation of goals, objectives, custodial standards, policies and procedures related to the Maintenance, Operations and Transportation department.
- Assists in the preparation and administration of the department budget, monitors and approves expenditures.
- Inspects, reviews and evaluates the performance of employees.
- Assists in planning and directing the maintenance, repair and construction of District facilities and equipment.
- Assists in directing the cleaning and care of district buildings.
- Conducts inservice and staff safety meetings.
- Assists with management of Custodial, Maintenance, Grounds and Transportation services in support of the mission, tasks, functions and goals of the District..
- Develops work methods, analyzes procedures, and refines schedules
- Manages and monitors the fleet operations and service performance of vehicles and transporting of students.
- Responds to emergency situations and assists with the emergency management program.
- Directs, trains, and provides input to evaluation of assigned custodial personnel.
- Inspects completed work for accuracy and compliance to instructions and established custodial standards.
- Confers with school site administrators and staff regarding custodial projects and activities.
- Acts as an information source to subordinate employees regarding work methods, procedures, problems, etc.
- Performs related duties as required
- Develops and implements building inspections, establishes standards of cleanliness and ensures staff adhere to established cleanliness standards.
- Ensures that all work is performed and completed in a safe, efficient and expeditious manner while conforming to all of the Districts policies and procedures.
- Develops and conducts surveys to ensure service levels are achieved.
- Carries out directions of immediate supervisor
- Reports safety, sanitary and fire hazards
- Performs such other related duties as may be required or directed.

### **Physical Demands**

(Note: Terms used in this section are defined as follows: Rarely – 1 to 10%; Occasionally – 11 to 33%; Frequently – 34 to 66%; and Continuously – 67 to 100% of the work day)

Sitting: Occasionally  
Standing/Walking: Continuously  
Bending/Neck bending: Frequently  
Squatting/Climbing/Kneeling: Frequently  
Crawling: Occasionally  
Neck/Waist twisting: Continuously  
Pushing/Pulling: Continuously; up to 60 lbs. at a time  
Reaching: above shoulder: Occasionally  
                  below shoulder: Continuously  
Lifting/Carrying: 0-10 lbs.: Frequently  
                          11-25 lbs.: Frequently  
                          26-50 lbs.: Occasionally  
                          51-75 lbs.: Occasionally

Hand Activities: Repetitive hand use; simple grasping; power grasping; fine manipulation Hand and arm twisting/turning; computer operation/writing

### **Other Job Factors**

The following conditions are present – exposure to fumes from cleaning solutions; floor strippers and waxes; dust; dirt and wetness; temperature variation and weather conditions when outdoors; occasional work at heights; and biohazards when cleaning restrooms and cleaning up bodily fluids. Must have normal or corrected vision.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not exhaustive of the duties performed or that may be performed by this position.

**Supervised by:** Superintendent or Designee

**Evaluated by:** Superintendent or Designee

*The Mountain View Whisman School District prohibits discrimination, harassment, intimidation and bullying in educational programs, activities, or employment on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, parental, pregnancy, family or marital status, military status or association with a person or a group with one or more of these actual or perceived characteristics. The Mountain View Whisman School District requires that school personnel take immediate steps to intervene when safe to do so when he or she witnesses an act of discrimination, harassment, intimidation, or bullying.*

*Questions or complaints of alleged discrimination, harassment, intimidation and bullying, equity or Title IX equity and compliance concerns should be directed to Tara Vikjord at 650-526-3500, 1400 Montecito Ave., Mountain View, CA 94043, or [tvikjord@mvwsd.org](mailto:tvikjord@mvwsd.org).*