

# Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677  
(916) 624-2428 / [www.rocklinusd.org](http://www.rocklinusd.org)



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## Job Description

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<b>POSITION TITLE:</b>	Maintenance and Operations Manager
<b>SALARY PLACEMENT:</b>	Non-Represented Salary Schedule - Hourly

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### SUMMARY:

Under the direction of the Assistant Director of Facilities & Maintenance, plans, organizes, coordinates and schedules grounds, custodial and maintenance activities for the District; assures the proper care and maintenance of District buildings, grounds, facilities; coordinates the custodial operations, services, and activities at all the District schools and facilities; trains and oversee custodial staff at various District sites; supervises and evaluates the performance of assigned personnel and does related work as required. Employees in this classification receive general supervision within an established framework of standard policies and procedures. Employees in this classification exercise responsibility for supervising, training, and assigning work to grounds, custodial and maintenance staff throughout the District.

### SUPERVISOR:

This position reports directly to the Senior Director of Facilities, Maintenance, and Operations and the Assistant Director of Facilities and Maintenance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Plan, organize, coordinate, and schedule the custodial, maintenance and grounds activities of District sites, buildings, grounds, and facilities. Oversee day-to-day custodial, maintenance and grounds activities; assure the proper and efficient custodial, maintenance, renovation and repair of District buildings, grounds and facilities.
2. Inspect District buildings, equipment, utility systems, facilities and grounds to determine needed custodial, maintenance, renovation, and repair and to assure proper completion of work orders and contracts; manage the District corrective and preventive maintenance programs including utility usage.
3. Consult with District custodial, maintenance, and grounds personnel, administrators, and outside contractors to coordinate, prioritize, and schedule work projects.
4. Supervise and evaluate the performance of assigned staff; assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary action as needed.
5. Develop and prepare work schedules; review buildings, grounds, maintenance reports, and work orders to determine materials, cost, labor, and time requirements; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations.
6. Conduct inspections and recommend the removal of fire, safety, or health hazards and assist in coordinating asbestos-related issues; instruct staff in safe and proper work practices.
7. Communicate with vendors, contractors, engineers, and inspectors regarding custodial, maintenance and grounds operations and activities, materials, specifications, scheduling and District policies and procedures; follow-up on orders with District personnel to assure timely and proper payment for supplies and services purchased.
8. Assist in the coordination of large projects and preparation of specifications.
9. Read and interpret building plans, blueprints, and specifications and assure conformance with building and safety codes, regulations, and requirements.
10. Provide supervision, training, and work direction for custodial, maintenance and grounds staff throughout the District.
11. Review and inspect work for accuracy and compliance with established work standards and procedures.
12. Research, obtain bids, and order new equipment, supplies, and parts.
13. Maintain an inventory of supplies for custodial, maintenance and grounds in order for continuous workflow. Order

- custodial supplies and maintain a sufficient inventory.
14. Develop and conduct training programs for new and existing staff.
  15. Work with Maintenance/Grounds Worker III to maintain water management systems, including MAXI-com and irrigation clocks.
  16. Develop and manage routine preventative management programs that include air filter replacement, greasing, adjusting, coil cleaning, and monitoring of a variety of motorized and mechanical equipment.
  17. Conduct work order distribution studies and prepare oral and written reports and/or findings.
  18. Participate in the interview and selection process for custodial, maintenance and grounds staff.
  19. Meet with sales representatives and evaluate new materials, equipment, and products.
  20. Interact and confer with other department directors and supervisory staff and personnel regarding custodial, maintenance and grounds activities and issues.
  21. Determine the methods, materials, and procedures to be used in general maintenance projects, custodial, groundskeeping, and gardening projects.
  22. Gather information from Lead Custodians and Principals for use in the evaluation of custodial employees.
  23. Perform custodial and maintenance duties as required.
  24. Keep records pertaining to custodial operations as required.
  25. Develop and implement programs designed to insure completion of work within standardized levels of cleanliness, appearance, and safety.
  26. Handle special assignments as assigned by the Senior Director of Facilities, Maintenance, and Operations and Assistant Director of Facilities and Maintenance.
  27. Participate in the development of the District's contingency plans and provide emergency support as needed.

#### **KNOWLEDGE OF:**

- Groundskeeping and gardening methods and practices
- Methods, materials, and equipment used in the building maintenance trades, custodial, and grounds maintenance work
- Building construction practices and laws governing the construction, maintenance, and repair of schools and public buildings
- Appropriate safety precautions and procedures
- Safe use and application of fertilizer, pesticides, and herbicides for pest and weed control purposes
- Scheduling and planning methods for maintenance and grounds staff
- Work direction and training techniques
- Safe use and operation of a variety of tools and equipment used in gardening, repair, and grounds maintenance work
- Operation of a computer terminal/laptop
- Health and safety regulations
- Applicable state, county, and city laws, codes, and regulations related to fire, safety, and maintenance operations, including custodial and grounds maintenance
- District organization, operations, policies, and objectives
- Principles and practices of supervision, training, and providing work direction
- Proper methods of storing equipment, materials, and supplies
- Oral and written communication skills
- Record-keeping techniques
- Shop math
- Industrial safety practices and building health and safety standards
- Methods, equipment, and supplies used in the care and maintenance of school buildings, furniture, and related facilities
- Scheduling and planning methods for custodial operations and services
- Work direction and training techniques

#### **ABILITY TO:**

- Perform a variety of responsible duties related to the supervision of building construction and mechanical maintenance, and grounds maintenance operations and activities.

- Plan, organize, schedule, assign and review custodial, building, and grounds maintenance work and projects
- Train, supervise and evaluate personnel
- Read, interpret, and work from construction drawings and blueprints
- Estimate materials and labor costs
- Plan, lay out, and control a maintenance work program involving diversified activities
- Work independently with little direction
- Communicate effectively both orally and in writing to exchange information and make presentations, etc. as needed
- Maintain detailed records and prepare reports
- Walk to conduct inspections
- Bend at the waist
- Sit or stand for extended periods of time
- Climb ladders
- Drive a vehicle to conduct work
- Prioritize and develop work schedules for multi-locations, ensuring proper completion of work within established timelines
- Safely use and apply fertilizers, pesticides, herbicides, and chemical agents
- Recognize and locate conditions which require custodial, maintenance and repair work
- Proper use and care for tools
- Perform skilled work in various custodial, maintenance and groundskeeping activities, including sprinkler systems design and computerized water management techniques
- Perform arithmetic calculations at the level necessary for satisfactory job performance
- Read, interpret, and maintain blueprints and “as-built” sketches
- Diagnose groundskeeping problems and take appropriate action to resolve problems
- Establish and maintain cooperative working relationships with contractors, school officials, and others
- Safely use and apply cleaning agents, equipment, and materials

**EDUCATION:**

Any combination equivalent to: Associate of Arts degree in management, construction, industrial arts or a related field.

**EXPERIENCE:**

Three (3) years journeyman level experience in one or more of the building trades and/or a contractor’s license and/or supervisory experience in a business or education setting.

**CERTIFICATES, LICENSE, REGISTRATIONS:**

Valid California Driver’s License

Certified Applicators License or obtain within six (6) months of employment

MAXI-com Users Certificate or obtain within six (6) months of employment

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category III:

1. Position requires normal strength and endurance for frequent standing and walking for extended periods of time; stoop, kneel, and crouch to pick up or move objects, office equipment, furniture, groundskeeping and maintenance equipment.
2. Ability to perform heavy physical labor for sustained periods of time.

3. Physical ability to lift and move objects weighing up to 50 pounds; physical ability to lift and carry objects weighing up to 150 pounds with assistance.
4. Normal manual dexterity and eye-hand coordination.
5. Corrected hearing and vision to normal range.
6. Use hand or power tools, including saws, electric drills, pipe threaders, joiners, commercial lawn mowers, tractors, weed eaters, vacuum cleaners, scrubbers, buffers, and waxing equipment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee frequently works in a variety of District facilities, both inside and outside environmental conditions and in various types of weather; some exposure to controlled and hazardous substances, pesticides, and other chemicals. The employee occasionally uses a personal vehicle for work-related travel. The noise level in the work environment is usually moderate. Continuous contact with staff and the public.

Revised Date: June 21, 2024

**The Rocklin Unified School District is committed to equal opportunity for all individuals. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived characteristics of race, color, ancestry, nationality, immigration status, age, ethnicity, religion, marital status, medical information, mental or physical disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. For inquiries/complaints, contact our Director of Secondary School Programs or Director of Personnel Services at (916) 624-2428 or by email at [titleixcoordinator@rocklinusd.org](mailto:titleixcoordinator@rocklinusd.org).**

**The Rocklin Unified School District  
maintains a tobacco-free, drug-free environment.**