



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

Director of Facilities and Projects

Basic Function

Under the direction of the Assistant Superintendent for Business Services to supervise, coordinate and direct the grounds and maintenance operations and activities; supervise and evaluate the work of grounds, maintenance and operations departments; coordinate and assist in all capital outlay projects, both new and renovation.

Representative Duties

1. Supervise, coordinate and direct the grounds maintenance operations and activities; supervise the work of grounds and maintenance personnel; assist in the selection, reassignment and disciplinary actions of assigned personnel as necessary.
2. Review with the lead for Maintenance and Operations school sites, in advance, to determine work to be performed; assign appropriate work crew and assure proper tools, supplies and equipment are provided.
3. Review with Night Custodial Supervisor school sites, in advance, to determine work to be performed; assign appropriate work crew and assure proper tools, supplies and equipment are provided.
4. Meet or communicate regularly with the Assistant Superintendent for Business Services and other supervisory personnel to discuss long range plans, capital outlay and work activities; communicate with various departments, schools, personnel and vendors to provide and receive information and services related to operations and activities.
5. Prepare and maintain a variety of records and reports concerning departmental operations, costs, personnel and supplies.
6. Assist, as directed by the Assistant Superintendent, in developing bid specifications, processing of purchase orders, maintenance of fixed asset inventory and maintenance of all work requisitions.
7. Monitor budget expenditures for Maintenance and Operations Department.
8. Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Requirements for maintenance of District buildings and grounds.

Basic trades used in grounds and maintenance work including electrical, plumbing carpentry, cement work, horticulture and irrigation systems.

Methods, tools, equipment and materials use in various trades.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper methods of storing equipment, materials and supplies.

Health and safety regulations.
Requirements of maintaining school buildings in a safe, clean and orderly condition.
Principles and practices of supervision and training.
Applicable sections of State Education Code and other applicable laws.
Technical aspects of field of specialty.
District organization, operations, policies and objectives.
Capital outlay areas such as new construction, renovation and modernization.

Ability to:

Supervise, coordinate and direct the Grounds/Maintenance and Operations Supervisor.
Oversee, direct and evaluate the work of others.
Assign and review the work of others.
Work from blueprints, shop drawings and sketches.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.

Education and Experience

Any combination equivalent to: graduation from high school including or supplemented by course work or training in trades functions and five years of increasingly responsible experience in the maintenance of buildings and grounds.

Licenses and Other Requirements

Valid California driver's license.

Working Conditions

Work, including indoor and outdoor environment; subject to driving to various school sites; lifting, climbing and pushing.

Adopted by Board of Trustees: June 24, 2015