



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

JOB OPPORTUNITY

DIRECTOR OF MAINTENANCE, OPERATIONS, FACILITIES, AND TRANSPORTATION

POSITION

Under administrative direction, plans, organizes, coordinates, and directs the maintenance, custodial, transportation, and groundskeeping operations of the District; supervises, trains, and evaluates staff; coordinates the construction and maintenance work of outside contractors; and performs other related work as required.

The District includes 10 elementary schools, 3 intermediate schools, 3 comprehensive high schools, 1 continuation high school, a children's center, and a large adult education program. Total K-12 enrollment is approximately 12,500.

Desirable qualifications include knowledge of: Safety requirements for maintenance and operation of District buildings, grounds, and equipment; Methods, practices, equipment, and supplies used in the maintenance, repair, and operation of buildings and grounds; Laws and regulations pertaining to the construction and repair of buildings; Principles of organization and departmental management; Principles of supervision, training, and effective personnel management; Budgetary and recordkeeping practices; Energy conservation programs and practices; Proper use, storage, and disposal of hazardous chemicals and waste, including federal, state, and local regulations; Laws, rules, regulations, and guidelines governing school and workplace safety; Laws, rules, and guidelines, governing student transportation, including transportation of special-needs students; Policies and procedures concerning time lines and routing of school buses.

TRAINING AND EXPERIENCE

Five years of increasingly responsible experience in building construction and maintenance work, preferably in a community college or school district setting; and including at least three years in a supervisory capacity; or Any combination of education, experience, and training that provides the required knowledge and abilities to perform the essential job functions.

EDUCATION

High school diploma or equivalent. Completed college-level or trade school courses in supervision, management and applicable technical maintenance, trades, and operations areas.

SALARY AND BENEFITS

The Director of Maintenance, Operations, Facilities, and Transportation is a classified management position assigned on a 12 month basis. The annual salary ranges from \$103,344 to \$125,604. Vacation days and mileage stipend to be determined. The District provides a generous health and welfare package to employees.

APPLICATION PROCEDURE

Applications will only be accepted on EDJOIN.org. In addition to the application, candidates must submit a letter of introduction, a resume, plus three letters of recommendation.

SELECTION PROCESS

Candidates are selected on a written and oral interview.

AN EQUAL OPPORTUNITY EMPLOYER