

**DIRECTOR, MAINTENANCE AND OPERATIONS****GENERAL RESPONSIBILITIES**

Under general administrative direction to plan, coordinate and supervise the construction, alteration, modification, maintenance, custodial, security, groundskeeping and printing activities of the District; confer with school administrators regarding construction, alteration and maintenance programs; and to do related work as required.

Under general administrative direction, to plan, organize, and supervise automotive equipment maintenance services; and to do related work as required.

**DUTIES AND RESPONSIBILITIES**

1. Plan, organize, and supervise minor construction, modification, and alteration programs for the District.
2. Plan, organize, and supervise minor and routine maintenance, repair, custodial, grounds and security programs for the District.
3. Responsible for the operations of the District printing shop.
4. Assist in the preparation of the annual budget for maintenance and operations.
5. Conduct regular campus inspections to determine program needs.
6. Establish long-range replacement and repair programs for District facilities and installed equipment.
7. Evaluate and recommend materials used in District maintenance, grounds, custodial, and printing programs.
8. Maintain inventory controls of maintenance and operations supplies and equipment.
9. Approve all maintenance and repair service requests and printing requests.
10. Responsible for and maintain an effective preventive maintenance program for District equipment and facilities.
11. Evaluate and recommend conservation of District utilities.
12. Provide for on-site assistance for DTSC (Department of Toxic Substance control) cleanup.
13. Assure that hazardous materials are identified, stored, controlled, maintained, and disposed of according to legal requirements and approved safety standards.

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14. Recommend policies regarding assigned staff members and their relationships with campus services.
15. Prepare reports for the Director, Business Services, as required.