## DIRECTOR, MAINTENANCE AND OPERATIONS

## GENERAL RESPONSIBILITIES

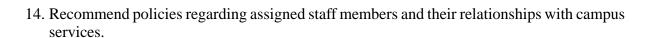
Under general administrative direction to plan, coordinate and supervise the construction, alteration, modification, maintenance, custodial, security, groundskeeping and printing activities of the District; confer with school administrators regarding construction, alteration and maintenance programs;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

## Fullerton Joint Union High School District **AR 2124.25**(b)



1	.5.	Pre	pare	rep	orts	for	the	$\mathbf{D}_{\mathbf{i}}$	irector,	Bus	iness	Se	ervic	es.	as	rea	uire	ed
-			Pare	100	OICD	101			110001,	-	111000	$\sim$	,,,,		· ·	4	CTI.	