

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Manager, Facilities Maintenance	<b>CLASSIFICATION:</b>	Non-Represented Management / Classified
<b>SERIES:</b>	Manager III	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9850	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facilities and Maintenance	<b>SALARY:</b>	Range 13 Salary Schedule A
<b>REPORTS TO:</b>	Director III, Facilities Management, Maintenance and Operations, and Resource Management	<b>HR APPROVAL: CABINET APPROVAL:</b>	8-19-22  8-18-22, 02-05-14

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**BASIC FUNCTION:**

The Facilities Maintenance Manager will coordinate the planning and implementation of school district policies, procedures, goals, directives, priorities, and decisions for the purpose of complying with the Facilities Maintenance program within the Sacramento City Unified School District (SCUSD).

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Provide a positive and harmonious work environment. **E**

Assume duties and responsibilities of Facilities Maintenance Director in his/her absence for the purpose of providing continual and seamless maintenance operation services. **E**

Attend meetings, seminars, and courses for the purpose of acquiring knowledge and conveying necessary information related to maintenance staff functions. **E**

Provide training (e.g. maintenance, equipment, safety) for the purpose of delivering instruction and communicating goals, expectations, and procedures. **E**

Utilize standard office equipment, computer software programs, and work order management system for the purpose of preparing, maintaining, and conveying information. **E**

Respond to emergency situations, including nights, weekends, and holidays for the purpose of resolving immediate safety, operations, and logistical concerns. **E**

Prepare written material (e.g. correspondence, reports, estimates, schedules, spreadsheets, requisitions, and electronic mail) for the purpose of maintaining records and conveying information. **E**

Provide leadership in the support of School District policies, procedures, goals, directives, priorities, and decisions for the purpose of complying with district requirements and providing a positive and harmonious work environment. **E**

Manage the use of all materials, supplies, and equipment used in the Facilities Maintenance dep.9(a)94.6(e)-1.7(na)9.2(nc)-15 T

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees; recommend transfers, reassignments, terminations, and disciplinary actions; and plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Work with school improvement initiatives that address student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staff, families, and the community, as related to Facilities and Maintenance. **E**

Perform related duties consistent with the scope and intent of the position.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in engineering, construction, or related field and four years of increasingly responsible supervisory experience related to the maintenance of buildings and facilities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance. Willingness to monitor projects on other than regular working hours, including nights and weekends.

**SKILLS, KNOWLEDGE, AND ABILITIES:**

**SKILLS OF:**

Required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations, and/or laws; operating equipment used in trade; utilizing standard office equipment including pertinent software applications; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

**KNOWLEDGE OF:**

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- Problem solves and analyzes data based on organizational objectives.
- Utilize a variety of job-related equipment under multiple conditions.
- Provide directions and leadership, set priorities, and work as a team.
- Work with frequent interruptions, and adapt to changing work priorities.
- Establish and maintain effective working relationships with employees, departments, and the public.
- Make independent decisions, follow instructions, and accept constructive criticism.
- Establish and maintain effective working relationships with staff, administrators, and outside agencies.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups.
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