



Val Verde Unified School District Employment Opportunity

CLASSIFIED MANAGEMENT VACANCY

POSITIONS:	Assistant Manager – Maintenance and Operations
LOCATION:	Maintenance and Operations Department
RECRUITMENT NUMBER:	MT1112020
APPLICATION DEADLINE:	February 2, 2012
SALARY RANGE:	\$72,744 – \$86,562 Annually (\$9,686 in Employee Paid Health & Welfare Benefits are included in the Annual Salary)
WORK YEAR:	256 day work year, 8 hours per day

EMPLOYMENT STATUS:
Classified Management in the Val Verde Unified School District.

APPLICATION PACKET:
Interested applicants are **required** to submit the following:

- Classified application (application must be signed)
- Letter of Interest
- Resume'
- Three (3) current, dated and signed reference letters (not older than two years)

NOTE: Application packet must be complete at time of submission.

HOW TO APPLY:
Qualified and interested candidates should submit their **classified application** packet to Human Resources, Val Verde Unified School District, 975 West Morgan Street, Perris, CA. 92571-3157. Applications are accepted Monday through Friday between the hours of 8:00 a.m. to 4:30 p.m. Human Resources does not accept electronic or faxed applications or attachments. Please visit our website at www.valverde.edu and click on "Employment" for postings and applications.

❖ This recruitment may be used for future vacancies.

JOB DESCRIPTION

DEFINITION

Under general administrative direction, to assist in planning, organizing, coordinating and providing a broad range of in-service and support services for the building and grounds program of the District.

CLASS CHARACTERISTICS

This is a single position class reporting to the Director of Maintenance and Operations, and will be responsible for providing custodial and grounds maintenance personnel with training programs and the technical skills

ASSISTANT MANAGER – MAINTENANCE AND OPERATIONS

Page two

CLASS CHARACTERISTICS (continued)

necessary to establish and implement the District's standards for building and grounds care. The incumbent in this class must be skilled and knowledgeable in custodial, grounds and maintenance methods and techniques, scheduling work for efficient utilization of staff; testing and recommending a variety of cleaning and maintenance equipment, and be able to train and supervise workers and, to coordinate their activities with the school principal and other staff.

EXAMPLES OF DUTIES

Plan, inspect, and analyze custodial, maintenance, and grounds care needs necessary to establish and carry out District established standards for an effective and consistent care and preventive maintenance program; schedule extra help for summer clean-up. Assist as a coordinator and consultant to principals, assist with the establishment of building/school work-load criterion, assist in the organization of meetings, request and prepare work orders necessary to provide an effective preventive maintenance program; develop and direct in-service training programs for custodial, maintenance, and grounds personnel that has as their goal the development of maintenance techniques and skills which will upgrade and enhance District standards for appearance, cleanliness and efficiency of its schools; assists department manager by implementing cleaning schedules, routines, and workloads; observes and evaluates on-the-job performance and assists in performance evaluations; keep records and prepare reports; establish and maintain liaison with vendors and District administrators relative to purchase of materials, procedures, and equipment used in floor, classroom, halls, office restroom, storage, auxiliary service rooms care; assist in hiring, supervision and training custodial, maintenance, and grounds personnel.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials and equipment used in custodial and grounds care; planning, organizing, supervising and inspection of a wide variety of work processes in general custodial and grounds care and maintenance, floor care, and security areas; in-service and training programs; sound supervision and personnel practices and techniques of supervision and work evaluation.

Ability to: Develop or cause to be developed a variety of in-service and training programs aimed at standardizing and enhancing work product and work standard levels; establish and maintain effective working relationships with others; write memos, instructional and training handbooks and manuals and speak before groups; and read and write at a level required for successful job performance. Plan, coordinate and supervise the work of maintenance and operations personnel.

EXPERIENCE AND EDUCATION

Experience: Seven (7) years of supervisory experience in the field of facility maintenance, construction, grounds keeping, or gardening and including supervising staff. Public school district experience is desired.

Education: Minimum of a high school diploma or equivalent is required; college level training in supervision and additional coursework in the construction trades, horticulture, turf management, and other related fields in the Maintenance and Operations is preferred.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid and appropriate California Driver's License and maintains possession of such license during the course of employment and maintain an acceptable driving record.

01/24/12