

SANTA CRUZ COUNTY OFFICE OF EDUCATION
COORDINATOR, MAINTENANCE AND OPERATIONS

DEFINITION

Under the direction of the Director, Maintenance, Operations, and Facilities, organize, direct, perform and support the activities and operations of the Santa Cruz County Office of Education (COE) Maintenance and Operations Department; develop and recommend maintenance and operations standards, procedures and practices; respond to and resolve routine and emergency maintenance and operations service needs; assist with coordinating the Williams Settlement site inspections.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Operate an automated work order system and monitor progress of repairs.

Participate in the development and implementation of departmental policies and procedures.

Plan, coordinate, monitor and perform centralized maintenance and operations services to building sites belonging to the COE including building custodial services, repair and maintenance for elevators, fire alarms, heating and air conditioning, plumbing, cleaning, painting and grounds maintenance.

Plan, coordinate, and perform the deferred maintenance related activities; prepare and coordinate funding proposals for special repair and deferred maintenance; establish practices and procedures including annual audits of maintenance related services; develop standards, procedures, and policies regarding preventive and scheduled maintenance programs.

Assist in training and evaluating the performance of assigned staff; coordinate and prioritize the work of, and assign work to, regular and substitute staff.

Receive, prioritize and coordinate response to work orders; monitor progress of cleaning, installation, maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established work orders and specifications; review, evaluate and assign work orders and determine project material, labor, equipment, cost and time requirements.

Coordinate activities to assure County Office facilities are cleaned and maintained in a safe and orderly condition; organize, direct and participate in the cleaning of classrooms, lounges, offices, restrooms, hallways and other facilities; assure proper pick up and disposal of waste and debris.

Assist in the development and provide input for annual preliminary budget and ongoing fiscal management for maintenance and operations functions; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Participate in the Safety Committee; help coordinate fire and earthquake drills; arrange local Fire Marshal inspections according to established requirements; help oversee the development and implementation of corrective actions in response to fire code violations as needed.

Inspect work performed for quality control; determine and assign staff using workload formulas; respond to requests for vacation, leaves of absence, and uniforms; communicate with human resources administration, site administrators and labor union representatives regarding performance standards, staff assignments and transfers; provide and/or coordinate in-service training to staff in safe and effective methods and techniques and in the appropriate use and storage of equipment.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities; review daily patrol reports from security contractors and resolve issues as necessary.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Research products and methods for facility projects to determine appropriate solutions; prepare Statement of Work maintenance and repair quotes; attend walk-through for projects and oversee projects from bid to completion; verify work is completed and approved for payments.

Administer programs related to safety, fire and security inspection; drive a vehicle to conduct inspections of facilities, grounds, and equipment.

Approve invoices to pay for utilities, materials, contractors and other facility-related suppliers and vendors.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

Perform other related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Management of operations and activities involved in inspection, cleaning, maintenance and repair of County Office buildings, facilities and related equipment.

Proper methods, techniques, materials, tools and equipment used in general cleaning, maintenance and repair activities.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

Knowledge of (continued):

Requirements of maintaining buildings, facilities and equipment in a safe, clean and orderly condition.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Policies and objectives of assigned programs and activities.

Health and safety regulations and procedures.

Basic budget preparation and control.

Skill and Ability to:

Plan, organize and direct operations and activities involved in inspection, cleaning, maintenance and repair of County Office buildings, facilities and related equipment.

Coordinate projects, communications and personnel to meet County Office needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Receive, prioritize and coordinate response to work orders.

Inspect projects for accuracy, completeness and compliance with established requirements.

Estimate material, labor, equipment and time requirements.

Manage installation, maintenance and repair projects in electrical work, plumbing, carpentry, HVAC and painting.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software.

Skill and Ability to (continued):

Determine appropriate action within clearly defined guidelines.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

Operate a motor vehicle safely.

Be courteous and maintain a neat and clean appearance and demeanor at all times.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

Graduation from high school supplemented by college-level course work in construction or facilities management or related field.

Experience:

Four years of increasingly responsible experience with maintenance and operations functions.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with some ability to type, sit, stand, walk, crouch, stoop, squat, crawl, lift 70 pounds, and travel to different sites and locations.

Ability to work maintenance windows on nights and weekends and respond to emergency network needs.

In order to inspect projects, ability to walk, stand and sit for extended periods of time, see and read a variety of materials.

Exposure to indoor and outdoor work environments, noise, vibration, chemicals, mechanical hazards, and electrical hazards.

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