

## **SANTA CRUZ COUNTY OFFICE OF EDUCATION**

### **DIRECTOR, MAINTENANCE, OPERATIONS AND FACILITIES**

#### **DEFINITION**

The job of Director, Maintenance, Operations and Facilities is done for the purpose/s of providing support to the educational process with specific responsibilities for directing the maintenance, operations and facilities services including security, inspection, construction, maintenance, cleaning and repair of the county office buildings, facilities, grounds, and equipment; participating in the planning, development, design and implementation of construction and renovation projects; overseeing print shop services; coordinating communications, personnel and resources to meet County Office needs and in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to the assigned administrator.

#### **SUPERVISION EXERCISED**

No supervision exercised.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Acts as an inspector for the County (e.g. inspect mandated areas, tour government officials, provide data and information, etc.) for the purpose of responding and guiding activities related to the Williams Act to ensure compliance.

Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.

Coordinates use of facilities (e.g. staffing events, logistics, access, etc.) for the purpose of meeting the needs of the request and ensuring administrative regulations and board policies are followed.

Coordinates County Office safety, functions (e.g. inspection programs and activities, Fire Marshal inspections and fire drills, participates in the development and implementation of emergency preparedness plans, member of the Risk Management and Safety Committees, etc.) for the purpose of assuring the maintenance of alarm building security systems, proper identification and resolution of fire, safety and sanitary hazards and the safety of students, staff and the public.

Directs department operations (e.g. site repairs/construction, preventive maintenance, inspection, cleaning, maintenance and repair of County Office buildings, facilities, grounds, and related equipment, etc.) for the purpose of providing the maintenance of services and the implementation of long and short term projects and assuring related functions comply with established laws, codes, rules, regulations, policies and procedures.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)**

Inspects maintenance projects (e.g. cleaning, installation, maintenance, repair, enhancement, energy usage monitoring, etc.) for the purpose of ensuring completed work is accurate and meets compliance with established standards, requirements.

Manages protocols for distribution of building keys and card access for the purpose of ensuring authorized access and safety measures are in place and function with security and efficiency for end users.

Manages and monitors staff involved in various operations (e.g. cleaning, maintaining, and repairing County Office building facilities and equipment; purchases, pick-up and delivery of department supplies and school site meals; print shop services; warehouse deliveries and storage, etc.) for the purpose of establishing and ensuring departmental project timelines and priorities are met.

Monitors various M&O related functions (e.g. inventory levels of equipment and supplies; preparation and maintenance of records and reports related to purchasing, inventory; minor repairs, construction, plumbing, electrical, carpentry, door hardware, and HVAC repairs; custodial and groundskeeping services; County Office vehicle use and maintenance, repair; safety training, registration, and ensure vehicle insurance is current, etc.) for the purpose of ensuring all facility and maintenance projects and activities are functioning well.

Monitors maintenance budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are met.

Participates in workshops, seminars and committees and facilities meetings for the purpose of preparing and delivering oral presentations, identifying issues, developing recommendations, supporting other staff, and serving as a District representative.

Plans organizes, directs maintenance, planning, groundskeeping and custodian operations activities and related services for the purpose of ensuring operations and facility upkeep is ran with efficiency and safety for staff, students and risk management.

Plans and participates in facility day-to-day operations and projects (e.g. new construction and renovation projects; architectural and engineering construction; preventive maintenance, contracts, vendor/contractor monitoring, etc.) for the purpose of ensuring compliance with mandated state, federal, and local building standards, and COE policies and administrative regulations.

Supervises personnel functions (e.g. hire, train, professional development, performance evaluations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of staff and ensuring department goals are achieved.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the maintenance department.

**Knowledge of:**

Perform algebra and/or geometry.

Read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems.

The operations of inspection, cleaning, maintenance and repair of buildings, facilities, grounds, vehicles, and related equipment.

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

Inventory practices and procedures.

Methods practices and procedures involved in writing bid specification, retaining vendor and contractor services, and contract administration.

Principles and practices of management, supervision, performance evaluation.

Budget preparation and control; and federal, state and local laws, codes and regulations including fire and safety.

**Skill and Ability to:**

Perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

Utilizing pertinent software applications.

Using tools and equipment used in building and grounds maintenance; and operating vehicles safely.

Schedule a number of activities, meetings, and/or events.

Often gather, collate, and/or classify data; and consider a number of factors when using equipment.

Flexibility is required to work with others in a wide variety of circumstances.

Work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods.

Ability is also required to work with a significant diversity of individuals and/or groups.

**Skill and Ability to (continued):**

Work with a variety of data; and utilize a variety of job-related equipment.

Problem solving is required to analyze issues and create action plans.

Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate.

Communicating clearly and concisely, both orally and in writing.

Planning and managing projects and programs.

Overseeing program financial activities.

Developing effective working relationships.

Preparing and maintaining accurate records.

Administering personnel policies and procedures; supervising others; establishing and maintaining effective working relationships.

Meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities.

Working with detailed information/data and maintaining accurate records and preparing reports.

Maintaining confidentiality.

Facilitating communication between persons with frequently divergent positions.

Interpreting and applying federal, state and local policies, procedures, laws; and safely and effectively use cleaning materials.

**EDUCATION AND EXPERIENCE**

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

**Education:**

Any combination equivalent to the completion of a Community College and/or Vocational school degree, supplemented by specialized training in building maintenance/operations supervision. Five years of responsible building maintenance/operations experience including a minimum of three years of supervisory experience. Relevant, closely job-related experience, education, certificates and/or licensed may be substituted.

**Experience:**

Job related experience within a specialized field is required.

**License or Certificate:**

Valid Driver's License & Evidence of Insurability

**Qualification Requirements:**

Working under limited supervision using standardized practices and/or methods; managing a department; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**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:*

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Approval Date:** October 13, 1998

**Revised Date:** July 18, 2006 (Formerly Titled: Maintenance/Operations Supervisor)

**Revised Date:** June 28, 2011 (Formerly Titled: Coordinator of Maintenance/Operations)

**Revised Date:** June 15, 2021