

SANTA CRUZ COUNTY OFFICE OF EDUCATION

DIRECTOR OF MAINTENANCE, OPERATIONS, AND FACILITIES

DEFINITION

Under administrative direction, plan, coordinate, organize, control and direct the operations related to the security, inspection, construction, maintenance, cleaning and repair of the county office buildings, facilities, grounds, and equipment; participate in the planning, development, design and implementation of construction and renovation projects; coordinate and direct communications, personnel and resources to meet County Office needs; coordinate and direct print shop services.

SUPERVISION EXERCISED

Supervise and evaluate the performance of assigned personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize and direct operations and activities involved in the inspection, cleaning, maintenance and repair of County Office buildings, facilities, grounds, and related equipment; establish and maintain related time lines and priorities; assure related functions comply with established laws, codes, rules, regulations, policies and procedures.

Manage staff involved in cleaning, maintaining, and repairing County Office building facilities and equipment, mail processing and deliveries and print shop services; warehouse deliveries and storage; establish departmental project timelines and priorities.

Oversee purchases, pick-up and delivery of department supplies and school site meals.

Interview and select employees; develop employee schedules; establish job expectations; evaluate performance; and carry out disciplinary actions if warranted.

Participate in the planning, development, scheduling, design and implementation of construction and renovation projects; provide input concerning the development and design of architectural and engineering construction specifications; coordinate projects with outside contractors; review contractor work to assure compliance with established standards, contracts and specifications. Ensure compliance with the Williams Settlement.

Plan, schedule, develop and implement cleaning, installation, maintenance, repair and enhancement projects; monitor, assess and modify activities in response to project progress; inspect completed work for accuracy and compliance with established standards, requirements and procedures.

Develop and maintain construction and renovation contracts; coordinate projects with vendors and outside contractors; coordinate, schedule and inspect work of outside contractors to assure compliance with established standards, time lines, contracts and specifications.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

Coordinate, organize, and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications.

Coordinate and direct County Office safety, accident prevention and disaster preparedness functions to assure the safety of students, staff and the public; direct and participate in inspection programs and activities to assure proper identification and resolution of fire, safety and sanitary hazards; assist in developing and implementing emergency preparedness plans.

Establish deferred maintenance and preventative priorities, projects and timelines; protect County Office properties against vermin and vandalism; prepare bid specifications and cost estimates; contract with vendors and service providers.

Serve as a member of the Risk Management and Safety Committees as required.

Monitor and assure adequate inventory levels of equipment and supplies direct the preparation and maintenance of records and reports related to purchasing, inventory, and other facility projects and activities.

Coordinate school site and office relocations.

Coordinate response to emergency custodial and maintenance repair needs; serve on safety committees.

Coordinate Fire Marshal inspections and fire drills; implement corrective actions in response to fire code violations as necessary; maintain alarm building security systems including access control, incidence response, and computerized reports.

Develop proposals to address facilities needs, and participate in the formulation of departmental policies, procedures and programs.

Schedule County Office vehicle use and maintenance, repair, safety training, registration, and ensure vehicle insurance is current.

Attend and conduct various meetings as assigned; prepare and deliver oral presentations; attend and participate in various committees as directed.

Recommend and oversee the implementation of goals and objectives; establish schedules and methods for providing maintenance, custodial, and grounds keeping services; implement policies and procedures.

Manage the preparation and administration of the Maintenance/Operations Department budget; submit budget recommendations; monitor expenditures.

Perform minor repairs, construction, plumbing, electrical, carpentry, door hardware, and H-Vac repairs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (continued)

Coordinate assigned services and activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the Associate Superintendent of Business; prepare and present staff reports and other necessary correspondence; prepare various reports on operations and activities.

Respond to and resolve difficult and sensitive inquiries and complaints.

Monitor, manage and control energy usage.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Management of operations and activities involved in the inspection, cleaning, maintenance and repair of COE buildings, facilities, grounds, and related equipment.

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

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

Inventory practices and procedures.

Requirements needed to maintain buildings, facilities, grounds, vehicles and equipment in a safe, clean and orderly condition.

Facility operations and functions including building use and event planning, mail and print shop services, equipment and supply procurement, and facility maintenance.

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

Applicable building and safety codes and ordinances.

Principles and practices of management, supervision, and performance evaluation.

Principles of budget preparation and control.

Pertinent federal, state and local laws, codes and regulations including fire and safety.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Operate a variety of tools and equipment used in building and grounds maintenance.

Operate a motor vehicle safely.

Supervise, organize, and review the work of maintenance/operations personnel with consideration of priorities.

Recommend and implement goals, objectives, and practices for providing effective and efficient maintenance services.

Prepare clear and concise administrative and financial reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply federal, state and local policies, procedures, laws and regulations.

Interpret and explain COE building and grounds maintenance policies and procedures.

Ensure COE compliance with laws and regulations.

Safely and effectively use cleaning materials.

Estimate materials and personnel.

Perform mathematical calculations.

Safely use and apply pesticides and fertilizers.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Represent the COE with architects, engineers, and contractors.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Plan and organize work; meet schedules and timelines.

EDUCATION AND EXPERIENCE

Any combination of experience and training equivalent to 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:

Any combination equivalent to the completion of a bachelor's degree supplemented by specialized training in building maintenance/operations supervision.

Experience:

Five years of responsible building maintenance/operations experience including a minimum of three years of supervisory experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

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 sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 70 lbs.; exposure to noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for on-call.

Approval Date: October, 1998.

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

Revised and Retitled/Approval Date: June 2011 (*Formerly Titled: Coordinator of Maintenance/Operations*)