

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR-FACILITIES, MAINTENANCE & OPERATIONS

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize, control and direct operations and activities related to safety, student transportation and the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities, grounds and equipment; coordinate and direct communications, personnel and resources to meet County Office needs and assure smooth and efficient departmental activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct operations and activities related to safety, student transportation and the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities, grounds and equipment; establish and maintain Department time lines and priorities; assure related activities comply with applicable laws, codes, rules, regulations, policies and procedures.

Coordinate and direct communications, personnel and resources to meet County Office needs and assure smooth and efficient departmental activities; receive, process and coordinate response to work orders; confer with staff and administrators regarding custodial, transportation, maintenance, construction and repair projects, activities, progress and related needs and issues.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

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.

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.

Estimate and assure adequate personnel, material and equipment levels needed for assigned functions; compile and prepare cost estimates; research and coordinate the purchase of equipment and supplies as needed; direct and monitor the bidding process and prepare related documents; evaluate bids and provide input concerning vendor and contractor selection.

Plan, organize, control and direct transportation operations and activities to assure safe, efficient and timely student transportation to and from school; schedule pupil transportation to and from school and field trips; arrange and adjust bus routes and stops to meet student needs; drive a school bus along designated routes to pick up and discharge students as needed.

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; serve as a member of the Risk Management Committee as required.

Provide technical information and assistance to the Assistant Superintendent-Business Services regarding assigned

activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Develop and prepare the annual preliminary budget for cleaning, construction, maintenance, repair, transportation and safety functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Coordinate activities to assure facilities are cleaned and maintained in a safe and orderly condition; inspect buildings, grounds and facilities to identify maintenance and repair needs; direct preventative maintenance functions; coordinate response to emergency custodial and maintenance needs.

Direct and participate in the preparation and maintenance of various records and reports related to school buses, compliance, attendance, training, mileage, work orders, expenditures, projects, inspections, personnel, safety and assigned activities.

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

Communicate with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate standard office equipment including a computer and assigned software; utilize various hand and power tools and equipment; drive a vehicle to conduct work.

Supervise and direct receiving and warehousing of materials and supplies.

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

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of operations and activities related to safety, student transportation and the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities, grounds and equipment.

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

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

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

Principles, practices, scheduling and coordination of student transportation.

Health and safety regulations and procedures.

Applicable laws, codes, rules, regulations, policies and procedures.

Operation of a computer and assigned software.

Policies and objectives of assigned programs and activities.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct operations and activities related to safety, student transportation and the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities, grounds and equipment.

Coordinate and direct communications, personnel and resources to meet County Office needs and assure smooth and efficient departmental activities.

Supervise and evaluate the performance of assigned personnel.

Receive, process and coordinate response to work orders.

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

Participate in the planning, development, scheduling, design and implementation of construction and renovation projects.

Estimate and assure adequate personnel, material and equipment levels needed for projects.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in construction management, business administration or related field and five years increasingly responsible experience in the construction, maintenance and repair of building and facilities including two years in a supervisory capacity. One year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelors degree, up to a maximum of four years, which must include significant relevant management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting for extended periods of time.

Walking to inspect projects.

Physical agility to lift 20 lbs to shoulder height.

Lifting, carrying, pushing or pulling moderately heavy objects.

Grade Allocation: 41	Accountability of time: Director of Dept/Division
Adopted: 7/1/04	Tasks assigned by: Director of Dept/Division
Revised:	Evaluated by: Director of Dept/Division
	Hiring authority: Director of Dept/Division

