

## Sonoma County Office of Education – Job Description

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### Classified Management

## DIRECTOR, FACILITIES, OPERATIONS, AND MAINTENANCE

### Definition:

To plan, organize, and supervise the maintenance and custodial services; overall facilities planning, purchasing/contracts, print shop and mail distribution, fleet operations, risk management, and conference room operations; and to exercise direct supervision over operations functions.

### Distinguishing Characteristics:

This job class provides leadership and professional level administration for one or more divisions, and for the overall functioning of the agencies on matters related to facilities, maintenance, safety, and risk management.

### Supervision Exercised and Received:

Employees in this class receive minimal supervision within a broad framework of policies and procedures. Employees in this class direct, supervise and formally evaluate the work of others. Supervision is received from the Deputy Superintendent, Business Services.

### Example of Duties and Responsibilities:

*Duties and Responsibilities may include, but are not limited to, the following:*

- Plan, coordinate and participate in daily department operations, including overall facilities planning, maintenance and operations, custodial services, purchasing/contracts, print shop and mail distribution, fleet operations, risk management and conference room operations.
- Supervise and review the space use of County Office facilities; provide oversight for development and implementation of building and facility construction and renovation projects; oversee the leasing of facilities and lease agreements.
- Coordinate the production of manuals, guides, handbooks, flyers, and notices to promote understanding and awareness of district risk management and safety programs.
- Oversees and coordinate the activities of maintenance and custodial operations; develops and administers the deferred maintenance five-year plan; may serve as project manager for County Office facility projects.
- Oversee County office records management system ensuring proper retention and disposal procedures.
- Organize, oversee, and conduct surplus property sales and administers county master contracts.
- Coordinate furniture, equipment and classroom moves with moving companies.
- Coordinate use of County Office fleet including vehicle acquisition, inspection, and maintenance.
- Plan, organize, and supervise the activities involved in the purchase of supplies, furniture, services, and equipment.
- Ensures that the operations and activities of the County Office risk management and safety

programs are consistent with legal mandates and with generally accepted practices.

- Develop, monitor, and evaluate procurement procedures; evaluate and adjust purchasing activities to meet County Office department needs; plan, review, and monitor all construction and maintenance contracts and bids; including preparation of bid documents and recommendations regarding awarding contracts, negotiations with vendors and preparation of vendor contracts; monitor and evaluate the performance of outside vendors and contacts.
- Oversee the emergency operations program, coordinating with County of Sonoma EOC operations and attending Emergency Council meetings.
- Chair the Safety Advisory Committee and recommend safety policy updates to management.
- Provide ongoing facilities support to school districts including regular meetings with school district facilities and maintenance personnel.
- Plan and administer internal and external mail delivery system.
- Oversee employee safety programs, administer risk management program for safety, security, and property and liability insurance; plan and participate in risk management activities to protect assets and minimize loss; identify loss exposure and develop loss control programs. Develop and maintain the Safety Data Sheet program. Serve as Safety Officer.
- Assist the Deputy Superintendent, Business Services in the preparation of reports and other studies and analysis related to areas of facilities, operations, and maintenance; develop, recommend and coordinate the implementation of procedures and practices; monitor and assess activities in response to project progress; provide technical information to Associate/Assistant Superintendents and directors/managers regarding assigned activities.
- Select, evaluate, and train support staff; design, facilitate and conduct training programs for operations staff and County Office departments in assigned areas; conduct periodic operation audits to ensure compliance with laws; and perform related duties as assigned.
- Collaborates with County Office administration, deputy/associate superintendents, directors/managers, and staff on a wide variety of facility, operations and maintenance projects to coordinate timelines and construction and repair schedules.

## **Employment Standards:**

### ***Knowledge of:***

- Principles and practices of administration, supervision, training and evaluation.
- School law and applicable government and administrative codes that pertain to school finance, safety, risk management, fixed assets, purchasing and records retention, construction and maintenance, including an in depth knowledge of safe work practices and regulatory requirements related to workplace safety.
- Purchasing operations.
- Facilities planning and finance, construction, preventative, corrective and deferred maintenance, and maintenance administration.
- Risk management, insurance programs and methods.
- Contract development and bidding procedures.
- Software programs that support this level of work, including but not limited to word processing, spreadsheet, financial software, presentation graphics, and data entry onto custom databases.
- Problem solving skills necessary to operate from an objective and develop sequenced action plans for completion of all phases of an assignment.
- Proper English usage, grammar, spelling, and punctuation.

- Math necessary to compute sums, products, ratios, decimals, and percents.
- Human relations necessary to communicate technical concepts and sensitive issues to others and convey a positive, service-oriented image of the agency.

***Ability to:***

- Perform all of the relevant duties of the position with minimal supervision and work independently to complete assignments.
- Prioritize work in order to meet multiple deadlines, maintain schedules, and coordinate workload and schedule with administration; including planning, organizing and coordinating the work of assigned staff
- Develop and maintain effective relationships with others to support the agency goals and communicate with a wide range of contacts within and outside the County Office with tact, diplomacy, and courtesy, and in a manner that reflects positively on the department and County Office.
- Effectively use common office equipment, including scanners, faxes, copiers, LCD projectors, and similar equipment.
- Read, understand and apply information from federal, state and local laws and regulations.
- Communicate effectively in the English language, both orally and in writing.
- Make decisions and problem solve where office-wide, cross divisional concerns are at stake
- Exercise sound judgment and decision and to evaluate the results of those judgments and decision effectively.
- Direct, supervise, coordinate, train and formally evaluate staff.
- Make decisions within the framework of broadly stated policy guidelines, precedents, specialized knowledge and prior research.
- Work independently, prioritize and manage multiple tasks and effectively apply time management skills.
- Establish and maintain positive and effective inter- and intra-agency communications and collaborations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations to support of agency's goals.
- Be flexible and receptive to change.
- Plan and coordinate an effective safety program for the County Office of Education.
- Prepare and present narrative and statistical reports on a variety of programs.
- Maintain and improve professional skills and knowledge, including keeping abreast of changes in laws and regulations related to areas of responsibility.

***Computer Skills:***

- Operate a personal computer using accepted office software that includes but is not limited to word processing, spreadsheets, relational databases, report writing, including learning to work effectively across both PC and MAC platforms as needed for successful job performance.
- Learn government based electronic applications and reporting systems and troubleshooting techniques.
- Intermediate Internet usage including the ability to view web pages, use a search engine, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, and observe copyright regulations.
- Perform advanced database skills, such as the ability to sort and retrieve records; create layouts

and reports; add, edit, delete fields and records; and work with relational databases to create reports and lists.

- Perform advanced spreadsheet skills, including the ability to insert formulas and mathematical calculations; create workbooks; use multiple worksheets; format and print worksheets; sort lists; and create graphs and charts.
- Use email skills, including the ability to edit preferences; create folders, automatic reply and forward.

## **Education and Experience:**

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### ***Education:***

- Any combination equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business or a related technical field.

### ***Experience:***

- Four years of public sector experience in maintenance and operations, purchasing, risk management, facilities planning, and/or safety, at least two of which were at a supervisory level.

### ***Physical Abilities:***

*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.*

- Physical, mental and emotional stamina to perform the duties and responsibilities of the position.
- Manual dexterity sufficient to write, use telephone, business machines and computers.
- Vision sufficient to read printed materials.
- Hearing sufficient to conduct in person and telephone conversations.
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups.
- Physical ability to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb.
- Physical mobility sufficient to move about the work environment, drive an automobile, and respond to emergency situations.
- Lifting up to twenty-five (25) pounds frequently, fifty (50) pounds on an occasional basis and in excess of fifty (50) pounds with assistance. The heavy objects to be lifted include personal computers, printers and related equipment.
- Physical stamina sufficient to sit, stand or walk for prolonged periods of time.
- Physical tolerance to be exposed to dust pollen specific agents/chemicals, cleansers, foul smells.
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

### ***Other Requirements:***

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California

driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

***Other:***

- Revised: 06/25/2018
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented Management
- Approved by: Personnel Commission