

QUALIFICATIONS:

EDUCATION: Equivalent to completion of a Bachelor's degree from an accredited university with course work in the areas of business or public administration, engineering, construction management or a related field.

EXPERIENCE: Five years of responsible experience in related fields. California school district or related Joint Powers Authority experience is preferred.

GENERAL SUMMARY: Under the direction of the Director of Grounds, Maintenance and Operations ("Director"), plan, organize, control and direct District Operations Department, custodial services, activities and related services; coordinate flow of communications between administrators, personnel and outside organizations; train and supervise the performance of assigned personnel. The Manager plans, implements and administers a comprehensive program in the area of operations and custodial services, works closely with other Business Services Division departments; Supervises assigned staff; responsible for the planning functions of the Department. Coordinates and directs the work of consultants, vendors and contractors as appropriate. Analyze relevant data in order to make judgments related to all areas of job responsibility; develop record keeping procedures. The Operations Department Manager must be a strong team builder, reflect positive, collaborative leadership skills, and show creativity and visionary capabilities.

Work a variety of shifts, including day, swing or related schedules.

ESSENTIAL FUNCTIONS (include but not limited to):

1. Plan, organize, control and direct District operations and custodial activities and related services;
2. Develop and implement programs for custodial services and scheduling;
3. Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; review recommendations for employee transfer and promotion;
4. Communicate with other administrators, personnel and outside organizations to coordinate work, supply, equipment and personnel requirements, resolve issues and conflicts, and exchange information;
5. Provide recommendations concerning equipment, materials, personnel, policies and procedures. Provide technical expertise, information and assistance to the Director regarding operations and custodial activities;
6. Assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Director of unusual trends or problems and recommend appropriate corrective action; enhance operations and custodial services;
7. Receive and review requests for alterations, remodeling and other projects;
8. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel;

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9. Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.
10. Attend and conduct a variety of meetings as assigned; attend pre-bid and pre-construction meetings and provide input.
11. Work cooperatively with the Bond Projects Office concerning the planning and design functions for construction and renovation of all District facilities.
12. Coordinate facilities development with other Business Services Division department Directors/Manager and other District staff.
13. Articulate effectively the professional needs of staff, instructional needs of students and the work of department staff providing services.
14. Work effectively with the Board of Trustees, Cabinet, community members, District staff, consultants, city and county officials and other representatives of public or private agencies.
15. Communicate effectively with the public through various media both orally and in writing;
16. Act as liaison to other public or private agencies.
17. Develop and prepare various budgets and long-range plans for department functions; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; utilize computer spreadsheet software programs and maintain appropriate records.
18. Attend various meetings within the District and community.
19. Familiar with the basic operations and custodial services of the District, including, but not limited to: clearing methods, use of chemicals, required training and related tools and equipment.
20. Perform detailed fixture and space inventories.
21. Plan detailed custodial schedules, with defined tasks.
22. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Required:

1. BA or BS from an accredited college or university in a relevant field, with an emphasis in business or public administration, engineering, construction management or a related field.
2. Five years of progressive and responsible experience in related fields including management and supervisory experience.
3. Possession of a valid California driver's license.
4. The District may, in its sole discretion, substitute extensive or unique experiences, for any required employment standard.

Knowledge of:

1. School construction methods and design criteria related to California schools.
2. Public law related to California public school construction, dispute resolution, and requirement of oversight agencies.
3. Principles and practices of effective supervision and personnel management.
4. Ethical standards relevant to public school districts in California and School district organizational patterns and operating procedures.
5. Relevant State and Federal regulations and procedures; applicable laws, codes, regulations and policies.
6. Long-range planning methods.

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7. Terms, practices and procedures used in the planning, design, construction, rehabilitation, remodeling, maintenance, and operation of school buildings and facilities.
8. Budget preparation and control.
9. Excellent oral and written communication skills.
10. Planning, organization and direction of operation and custodial activities.
11. Methods, materials, tools and terminology used in construction, operations and custodial activities.
12. Cost estimates and specifications.
13. Requirements of maintaining buildings in a safe, clean and orderly condition.
14. Oral and written communication skills.
15. Principles and practices of administration, supervision and training.
16. Applicable laws, codes, ordinances, regulations, policies and procedures.
17. Interpersonal skills using tact, patience and courtesy.
18. Operation of a computer and assigned software.

Ability to:

1. Plan, organize, control and direct District operations and custodial activities and related services.
2. Supervise and evaluate the performance of assigned personnel.
3. Coordinate flow of communications between administrators, personnel and outside organizations.
4. Estimate time and material needs for routine and major custodial projects.
5. Communicate effectively both orally and in writing.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Prepare comprehensive narrative and statistical reports.
14. Direct the maintenance of a variety of reports and files related to assigned activities.
15. Maintain consistent, punctual and regular attendance.
16. Hear and speak to exchange information and make presentations.
17. Operate department related tools and equipment.
18. Move hands and fingers to operate a computer keyboard.
19. See to read a variety of materials.