

Oak Grove School District

Job Title: Chief Operations Officer

SALARY RANGE F(9)

Description of Basic Functions and Responsibilities

The Chief Operations Officer, under the supervision of the Assistant/Deputy Superintendent of Business Services, serves in a staff capacity to all administration in the District regarding all matters pertaining to operations. The Chief Operations Officer oversees, supervises and directs construction management, facilities, transportation, maintenance, grounds keeping, emergency planning and preparedness, custodial operations, energy management and conservation activities and other operational divisions of the District, as assigned.

Essential Duties

Facilities Management, Bond Measure, Planning & Modernization/Grounds Keeping & Custodial Operations

- Responsible for all facilities management and planning, lease and licensing agreements, hazardous materials management, security systems, capital improvement, maintenance and repair service, energy management, refuse collection and disposal, recycling programs, and Five-Year Deferred Maintenance plan.
- Develops and organizes ongoing, long range, and preventive maintenance plans and programs for sites, buildings and equipment, including grounds keeping, transportation, and custodial services; reports the status to the Assistant/Deputy Superintendent.
- Participates, as assigned, with demographic planning.
- Administers and directs Bond Measure program in accordance with ballot measure.
- Prepares bid specifications for equipment and projects; coordinates bidding process with Purchasing Department.
- Negotiates contracts as appropriate; reviews billings and contract terms with contractors, vendors, etc.; confers with District legal counsel and the Assistant/Deputy Superintendent, as needed and appropriate.
- Works with architects, engineers, inspectors, and consultants in the development of planning and construction documentation.
- Develops design concepts and appropriate specification documentation needed to communicate design intent, when requested by the Superintendent and/or Assistant/Deputy Superintendent.
- Manages, oversees and coordinates Project Managers, Construction Managers, Contractors, and Consultants during the planning, construction, and closeout phases of site construction projects or modernization.
- Monitors progress of construction projects, daily and long term, and supervises building inspectors; represents District at construction planning meetings with contractors and architects; meets with architects and other facilities consultants or contractors to coordinate

future projects planning; reviews change order requests from architects for acceptability and cost and keeps the Assistant/Deputy Superintendent apprised; reviews construction schedules and ensures timely completion of such projects; makes field decisions on construction issues, as necessary.

- Directs and reviews completion of State expenditure reports for construction projects to comply with funding requirements.
- Coordinates the updates to the District's Long Range Facility Master Plan, working closely with the Assistant/Deputy Superintendent of Business Services on sources and use of funds, status, and schedule of construction and phasing of projects; monitors school facility legislation.
- Responsible for implementing and monitoring of the Labor Compliance Program, Storm Water Pollution Prevention Plan, National Pollutant Discharge Elimination System, and California Environmental Quality Act.
- Prepares monthly status report on all facilities projects.

Energy Conservation

- Establishes and oversees a program to promote energy conservation through feedback to all levels of the District and involve all personnel in taking ownership for success of the program. Responsible for developing, monitoring and ensuring implementation of the District's energy management program, pursuant to approved policy and guidelines, for the purpose of reducing utility consumption.
- Prepares energy requirement estimates and budget allotments for all District facilities and develops procedures for efficient utilization of energy sources. Oversees and monitors District's energy usage to ensure conformance with budget estimates and allotments.
- Advises, assists and makes recommendations to the Superintendent and/or Assistant/Deputy Superintendent of Business Services on alternative energy sources, consumption and general energy conservation measures.
- Develops and maintains contact with federal and state agencies and monitors state and national energy policy trends.
- Provides input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption.
- Reports quarterly to the Board of Trustees on the status and success of the District's energy conservation program.
- Maintains records of federal energy conservation grants received by the District.
- Ensures that the District is on the proper utility rate schedule and is receiving correct billing.
- Ensures District's participation in any rebate program offered.
- Maintains wiring and installation diagrams of the energy management systems.
- Assists with the ongoing design and maintenance of the programming for computerized energy management system to insure operating efficiency.

Emergency Planning & Preparedness/Safety/Risk Management

- Directs, prepares, oversees, monitors, and updates the District safety and emergency preparedness plans; coordinates all necessary communication; provides information to staff regarding the plans functions, policies and procedures; chairs safety and emergency preparedness program committees.
- Assists in the overall District risk management process; monitors and reviews processes to ensure risk and compliance arrangements are in place; identifies external and internal risks; evaluates the effects of risk; provides support and training to personnel.
- Acts as a resource person and investigator regarding any emergencies, security systems and maintenance problems at District facilities; initiates appropriate actions.

Community/Liaison Activities

- Serves as the District representative to the Office of Public School Construction, State Allocation Board, Division of State Architect, Department of Toxic Substance Control, and California Department of Education/School Facilities Planning Division.
- Serves as District representative to any independent Citizens Oversight Committees; responsibilities including preparing minutes, agendas, reports, and coordinating the required annual fiscal and performance audits.
- Establishes and maintains a close working relationship with the City Law Enforcement, Fire Prevention, City Public Works and Maintenance Departments, as well as other Federal, State, and Local agencies.

General Duties

- Supervises, directs and evaluates the work of all direct reports.
- Coordinates hiring, training and evaluations of personnel, as appropriate; recommends transfers, reassignments, and disciplinary actions, including terminations, as appropriate.
- Regularly communicates with other administrators, personnel and outside organizations to coordinate work, construction, supply, equipment and personnel requirements, to resolve issues and conflicts, and to exchange information, as appropriate and as needed; provides recommendations concerning equipment, materials, personnel, policies and procedures to assure an economical, safe, compliant and efficient work environment.
- Develops, prepares, implements and ensures adherence to all applicable budgets; analyzes and reviews budgetary and financial data with the Assistant/Deputy Superintendent, and revises budgets as directed; negotiates primary change orders, prepares and processes change orders and keeps the Assistant/Deputy Superintendent apprised; monitors cash flow and authorizes expenditures in accordance with established guidelines.
- Prepares notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action.

- Attends meetings of the Board of Trustees, and other departmental and/or staff meetings, as required and appropriate.
- Attends and participates in professional organizations and meetings as appropriate and/or as requested by the Assistant/Deputy Superintendent.
- Responsible for reading, interpreting and implementing a variety of correspondence, reports, manuals, statutes, policies, regulations, etc.
- Responsible for compliance with applicable Federal and State laws and regulations, as well as District policies, procedures and regulations, by departmental personnel.
- Performs related duties as assigned.

ABILITY TO: Comprehend, interpret and explain complex regulations and guidelines; plan, direct, evaluate and improve related District operational functions; identify, define, analyze and recommend solutions to administrative operational and programmatic problems related to the District's operational needs; exercise appropriate independent initiative, ingenuity and judgment; communicate effectively and respectfully; practice excellent communication skills for gathering, evaluating and transmitting information; promote a participatory work environment; maintain effective and cooperative relationships with District employees, parents/guardians, contractors, and the general public; prepare, read, and interpret data and demographic reports, financial reports, blueprints, schematics, architectural plans/documents, sketches, designs, diagrams, drawings, etc., as appropriate; apply principles of logical or scientific thinking to define problems, collect, analyze and interpret data, establish facts, and draw conclusions; interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables; and to effectively plan and meet all deadlines, schedules, and timelines.

Minimum Qualifications

- Bachelor's degree with two years related work experience required.
- Bachelor's degree requirement may be substituted with five years related work experience in a K-12 school setting.
- Three years of supervisory/management experience required.
- Experience with bargaining unit contract administration and negotiation.
- Ability to maintain strict confidentiality and strong judgment.
- Have a professional demeanor and thrive in a fast paced environment.
- Strong, effective oral and written communications skills, as well as interpersonal skills.
- Organizational skills including follow up and meticulous attention to detail.
- Self-starter with the ability to work independently.
- Demonstrated initiative and high level of motivation.
- Operate with proficiency a computer and assigned software programs, including, but not limited to, Microsoft Word, Excel, PowerPoint, Outlook, Project; familiarity and experience operating work order software programs, and transportation routing/scheduling software programs; operate other office equipment, as assigned.

- Demonstrated experience and knowledge of, and ability to effectively plan and provide training in, facility maintenance and construction, grounds keeping, irrigation controls, pest control, energy management, emergency response and risk management and energy conservation activities.
- Knowledge of and experience preparing, overseeing and administering budgets, preferably in a K-12 school setting.
- Experience and ability to negotiate with contractors, vendors, and governmental entities, within established guidelines.
- Knowledge of general management functions of planning and organization, and strategic and long-term goal-setting and planning.
- Knowledge of the legal and ethical guidelines and obligations applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations, as well as District policies, regulations and procedures.
- Possession and maintenance of a valid California Driver's License.

The preceding job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and, qualifications required for this position.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations;

Dexterity of hands and fingers to operate a computer keyboard;

Seeing to read a variety of materials;

Sitting or standing for extended periods of time.

Lifting-Raising or lowering an object from one level to another (includes upward pulling) 10-25lbs.