

# 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 Superintendent of Business Services, provides leadership 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. This job class functions as a member of the District Management Team and participates in the formulation and implementation of District policies.

## **ESSENTIAL JOB FUNCTIONS:**

### **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
- Develop and organize ongoing, long range, and preventive maintenance plans and programs for sites, buildings and equipment, including grounds keeping, transportation, and custodial services; report the status to the Assistant Superintendent
- Participate, as assigned, with demographic planning
- Administer and direct Bond Measure program in accordance with ballot measure, as applicable
- Prepare bid specifications for equipment and projects; coordinate bidding process with the Purchasing Department
- Negotiate contracts as appropriate; review billings and contract terms with contractors, vendors, etc.; confer with District legal counsel and the Assistant Superintendent, as needed and appropriate
- Work with architects, engineers, inspectors, and consultants in the development of planning and construction documentation
- Develop design concepts and appropriate specification documentation needed to communicate design intent, when requested by the Superintendent and/or Assistant Superintendent
- Manage, oversee and coordinate Project Managers, Construction Managers, Contractors, and Consultants during the planning, construction, and closeout phases of site construction projects or modernization

- Monitor progress of construction projects, daily and long term, and supervise building inspectors; represent District at construction planning meetings with contractors and architects; meet with architects and other facilities consultants or contractors to coordinate future projects planning; review change order requests from architects for acceptability and cost and keep the Assistant Superintendent apprised; review construction schedules and ensure timely completion of such projects; make field decisions on construction issues, as necessary
- Direct and review completion of State expenditure reports for construction projects to comply with funding requirements
- Coordinate the updates to the District's long range facility master plan, working closely with the Assistant Superintendent of Business Services on sources and use of funds, status, and schedule of construction and phasing of projects; monitor 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
- Prepare monthly status report on all facilities projects

#### Energy Conservation

- Establish and oversee 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
- Prepare energy requirement estimates and budget allotments for all District facilities and develop procedures for efficient utilization of energy sources. Oversee and monitor District's energy usage to ensure conformance with budget estimates and allotments
- Advise, assist and make recommendations to the Superintendent and/or Assistant Superintendent of Business Services on alternative energy sources, consumption and general energy conservation measures
- Develop and maintain contact with federal and state agencies and monitor state and national energy policy trends
- Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption
- Report quarterly to the Board of Trustees on the status and success of the District's energy conservation program
- Maintain records of federal energy conservation grants received by the District

- Ensure that the District is on the proper utility rate schedule and is receiving correct billing
- Ensure District's participation in any rebate programs offered
- Maintain wiring and installation diagrams of the energy management systems
- Assist with the ongoing design and maintenance of the programming for computerized energy management system to insure operational efficiency

#### Emergency Planning & Preparedness/Safety/Risk Management

- Direct, prepare, oversee, monitor, and update the District safety and emergency preparedness plans; coordinate all necessary communication; provide information to staff regarding the plans functions, policies and procedures; chair safety and emergency preparedness program committees
- Assist in the overall District risk management process; monitor and review processes to ensure risk and compliance arrangements are in place; identify external and internal risks; evaluate the effects of risk; provide support and training to personnel
- Act as a resource person and investigator regarding any emergencies, security systems and maintenance problems at District facilities; initiate appropriate actions

#### Community/Liaison Activities

- Serve 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
- Serve as District representative to any independent Citizens Oversight Committees; responsibilities including preparing minutes, agendas, reports, and coordinating the required annual fiscal and performance audits
- Establish and maintain 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

- Supervise, direct and evaluate the work of all direct reports
- Coordinate hiring, training and evaluations of personnel, as appropriate; recommend transfers, reassignments, and disciplinary actions, including terminations, as appropriate
- Regularly communicate 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; provide recommendations concerning equipment, materials, personnel, policies and procedures to assure an economical, safe, compliant and efficient work environment

- Develop, prepare, implement and ensure adherence to all applicable budgets; analyze and review budgetary and financial data with the Assistant Superintendent and revise budgets as directed; negotiate primary change orders, prepare and processes change orders and keep the Assistant Superintendent apprised; monitor cash flow and authorize expenditures in accordance with established guidelines
- Prepare notices, public information documents, and other information items including resolutions, agenda items and documentation required for Board action
- Attend meetings of the Board of Trustees and other departmental and/or staff meetings, as required and appropriate
- Attend and participate in professional organizations and meetings as appropriate and/or as requested by the Assistant 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

**SKILL AND 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
- 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, Google Platform and Applications, Microsoft Word, Excel, PowerPoint, 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, 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.

**WORKING CONDITIONS:**

- Office environment
- Driving a vehicle to conduct work
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**PHYSICAL DEMANDS:**

- Sit and stand for extended periods of time
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions
- Ability to raise and lift materials from one level to another and use strength to carry items needed to perform the functions of the job
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively
- Dexterity of hands and fingers to operate a computer keyboard and machinery related to job

**WORK YEAR:**

215 days/12 months

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

September 2021