

Oak Grove School District

Job Title: Manager I – General Operations/Maintenance and Grounds Keeping SALARY RANGE G(14)

Description of Basic Functions and Responsibilities

Under the supervision of the Chief Operations Officer, provides leadership, supervises, directs, and organizes the District's maintenance, grounds keeping, and energy management and conservation activities.

Essential Duties

- Supervises, oversees, assigns, schedules, reviews, and inspects the work of employees for compliance with established standards. Works with the Chief Operations Officer to develop and organize long-range, on-going, and preventive maintenance plans and programs for sites, buildings and equipment, including procedures for receipt and assignment of maintenance and grounds keeping work orders and for equipment maintenance and replacement programs.
- Works with in the Chief Operations Officer to develop and administer the budget for maintenance and grounds keeping, and monitors budget expenditures.
- Assists with the preparation of estimates and requisitions of supplies, equipment and materials.
- Assists with the preparation of bid specifications and coordination of the bidding process, as requested by the Chief Operations Officer.
- Coordinates maintenance and grounds keeping programs with on-site administrators and/or outside contractors.
- Trains workers in the safe and effective use of equipment, supplies, and chemicals in compliance with appropriate OSHA and other legal and safety regulations.
- Maintains and updates material safety data sheets (M.S.D.S.) and makes them available to Department personnel, and oversees the disposal of hazardous materials.
- Coordinates and oversees assigning substitute personnel; maintains daily logs, schedules and timesheets.
- Establishes and maintains a close working relationship with City Law Enforcement, Fire Prevention, City Public Works, as well as other Federal, State, and Local agencies.
- Responsible for compliance with applicable Federal and State laws and regulations, as well as District policies, procedures and regulations, by Departmental personnel.
- Interprets District policies and administrative regulations regarding administrative matters.
- Assures appropriate communication between the Department and with other District personnel.
- Attends and participates in professional organizations and meetings as appropriate and/or as requested by the Chief Operations Officer and/or Assistant/Deputy Superintendent of Business Services.
- Participates in establishment of Departmental operating procedures and standards, supervises implementation and is responsible for Department adherence to such procedures and standards.

- Acts as initial resource person and investigator, and assists with response and ongoing investigation into any emergencies, security systems/alarms and maintenance problems at District facilities, as requested and/or as needed; initiates appropriate actions.
- Works with Business Services to maintain an accurate accounting of physical property.
- Ensures that insurance, contract and accounting records are collected and maintained for fiscal and program audits.
- 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.
- Assists with the development, monitoring and implementation of the District's energy management and conservation program and initiatives, as directed and/or as needed.
- Monitors the District's energy management program's approved policy and guidelines, for the purpose of reducing utility consumption.
- Responsible for administration and record keeping, accountability, reporting, program implementation, promoting District employee involvement, and validating energy management system compliance to the District's energy policy and guidelines.
- As directed, serves as the District's representative at management level meetings, seminars and conferences relating to energy use and conservation.
- Develops and maintains contact with Federal and State agencies and monitors State and national energy policy trends.
- As directed, prepares energy requirement estimates and budget allotments for all District facilities and develop procedures for efficient utilization of energy sources.
- Maintains all energy and water consumption records and data.
- Provides regular communication with principals and custodial staffs, as to status of their buildings' energy consumption.
- Reports to the Chief Operations Officer any safety hazards observed.
- Conducts regular "walk-through" audits of all the District facilities to insure operating efficiency, optimum educational environment, and compliance with District's energy policy.
- Coordinates usage of facilities and insures proper space utilization consistent with energy conservation.
- Responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the District.
- Oversees program wherein building principal or custodian reads all meters on same days as utility companies.
- Oversees night setback program for every building on weeknights, weekends, holidays, and summer recess.
- Coordinates with the Chief Operations Officer, installation and/or repairs of energy management systems.
- Works with and trains building and maintenance personnel on proper operation of the systems and equipment.
- As directed, attends scheduled in-services on the energy management system.
- Prepares notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action.

- Responds to technical questions and provides information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies, as appropriate.
- Types reports, bulletins, and memorandums, including material of confidential nature; maintains files, compiles and prepares reports.
- Attends and conducts a variety of meetings, as assigned.
- Coordinates hiring, training and evaluations of personnel, as appropriate; recommends transfers, reassignments, and disciplinary actions, including terminations, as appropriate.
- Performs related duties as assigned.

ABILITY TO: 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; read, interpret and construct, as appropriate, data, budgetary and financial documents, reports, correspondence, statutes, policies, regulations, etc.; 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 three years related work experience in a K-12 school setting.
- 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.
- Demonstrated experience and knowledge of, and ability to effectively plan and provide training in, facility maintenance, grounds keeping, irrigation controls, pest control, energy management, and conservation activities.
- Knowledge of and experience preparing, overseeing and administering budgets, preferably in a K-12 school setting.
- Knowledge of proper accounting and record keeping procedures and methodologies.
- Supervisory/management experience preferred.
- Knowledge of the legal and ethical guidelines and obligations applicable to the position as outlined by professional organizations and/or Federal, State and Locals laws, rules and regulations, as well as District policies, regulations and procedures.

- 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; operate other office equipment, as assigned.
- 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.