

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Coordinator, Maintenance and Operations**

**Purpose Statement**

The Coordinator, Maintenance and Operations, is responsible for planning and organizing the assigned maintenance and facility activities and operations of SDCOE sites and San Diego County small school districts, recommending practices, scoping projects, organizing bid documents, and providing guidance and oversight for maintenance and construction projects.

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**Diversity Statement:**

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

**Representative Duties:**

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Essential Functions**

- Organizes and coordinates the activities and operations of the SDCOE Maintenance and Operations Department, including construction projects, the work order system, and service and repair work.
- Organizes and coordinates the facilities, maintenance, and operations activities at small school districts in San Diego County, including construction projects and maintenance oversight.
- Coordinates and monitors maintenance and operation services to building sites belonging to the County Office of Education, including custodial services, repair and maintenance services, and ground maintenance.
- Determines need and timing of facility repair, improvement, and replacement for assigned small school districts.
- Inspects work performed for quality control.
- Conducts inspections of facilities, grounds, and equipment as needed; oversees the implementation of corrective actions in response to fire code violations as needed to ensure compliance with all local, state, and federal regulations for assigned small school districts.
- Researches products and methods for facility projects to determine appropriate solutions; prepares statement of work and bid documents for construction, maintenance, and repair quotes; and reviews and approves facility leases.
- Maintains manual and electronic documents, files and records (e.g. work accomplished, specifications, contracts, archival information, etc.) for the purpose of providing up-to-date reference materials and to meet audit requirements.

- Provides technical expertise, information, and assistance to department leadership, administrators, and school district staff regarding assigned functions; assists in the formulation and development of policies, procedures, and programs.
- Participates in meetings, workshops and seminars as assigned (e.g. regulatory, legislative, and technical information, etc.) for the purpose of conveying information to County Office and school district staff, and/or gathering information required to perform functions.
- Prepares written materials (e.g. reports, operational budgets, bid specifications, contracts, correspondence, memos, project schedules, etc.) for the purpose of documenting activities, providing written reference and/or conveying information related to construction project/s.
- Researches a variety of information (e.g. new regulations, new technology, best practices, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to inquiries (e.g. District staff, local inspectors, contractors, architects, the public, etc.) for the purpose of making decisions, providing required information and/or referring to appropriate source.
- Serves as program or project manager between the districts and architects/contractors for the purpose of delivering the required program or project.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Knowledge and Abilities**

KNOWLEDGE of:

Human centered and socially conscious leadership;

Pertinent codes, policies, regulations and/or laws;

Local government administration and budgeting;

Geographic Information Systems applications and pertinent computer software applications; accounting practices;

Business telephone etiquette;

Concepts of grammar and punctuation;

Knowledge of community resources;

Office application software;

Practicing cultural competency while working collaboratively with diverse groups and individuals; principles of negotiation/arbitration;

School safety and security practices.

ABILITY to:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Schedule a number of activities, meetings, and/or events;

Routinely gather, collate, and/or classify data; and use job-related equipment;

Work with a significant diversity of individuals and/or groups;

Work with data of varied types and/or purposes and utilize a variety of job-related equipment;  
Adapt to changing work environment and/or priorities;  
Adhere to safety practices;  
Be attentive to details;  
Meet deadlines and schedules;  
Work with frequent interruptions and working under time constraints;  
Communicate with diverse groups.

### **Working Environment**

#### **ENVIRONMENT:**

Office and outdoor environments to conduct site walks.

#### **PHYSICAL ABILITIES:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

#### **EDUCATION AND EXPERIENCE:**

Experience: Five (5) years of direct experience in the State School Construction funding programs or in school business management, or city or county planning relating directly to schools, or experience working as a program, project or construction manager for a school district or other California government agency or as a contractor working with a school district or California government agency.

Education: Bachelor's degree in architecture, engineering, business, public, or educational administration, or related field.

Equivalency: A combination of education and experience equivalent to a bachelor's degree in architecture, engineering, business, public, or educational administration, or related field, and five (5) years of direct experience in the State School Construction funding programs or in school business management, or city or county planning relating directly to schools, or experience working as a program, project or construction manager for a school district or other California government agency or as a contractor working with a school district or California government agency.

#### Required Testing

N/A

#### Certificates

Valid CA Driver's License

#### Continuing Educ./Training

N/A

#### Clearances

Criminal Justice  
Fingerprint/Background Clearance  
Drug Test  
Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 45

Personnel Commission Approved: August 8, 2001

Revised: 09/2019; 05/2021; 03/2024