

JOB DESCRIPTION
San Diego County Office of Education

Director, Maintenance and Operations

Purpose Statement

The Director, Maintenance and Operations, is responsible for planning and organizing the activities and operations of the SDCOE Maintenance and Operations department; recommending and implementing standards, practices, and procedures for the department; and supervising and evaluating the performance of assigned personnel.

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.
- 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.
- Inspects work performed for quality control; assigns staff according to workload demands to maximize effectiveness of staff.
- Assists in the development and preparation of the annual budget; reviews and evaluates budgetary and financial data; authorizes expenditures in accordance with established guidelines; approves invoices for payment for utilities, materials, contractors, and other facility-related suppliers and vendors.
- Administers programs related to safety, fire, and security inspections; conducts inspections of facilities, grounds, and equipment as needed; coordinates fire and earthquake drills; arranges local fire marshal inspections according to established guidelines; oversees the implementation of corrective actions in response to fire code violations as needed to ensure compliance with all local, state, and federal regulations.
- 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.
- Schedules and coordinates AHERA asbestos awareness training for custodians and maintenance personnel; attends State of California re-certification training for AHERA asbestos inspector and management planner.
- 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.
- Presents to a variety of groups (e.g. Board of Education, subcommittees, funding agencies, district staff, community groups, etc.) for the purpose of providing information, making recommendations and/or ensuring compliance with established guidelines.
- 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

Skills, Knowledge and Abilities

SKILLS are required to:

Apply pertinent codes, policies, regulations and/or laws;

Communicate with diverse groups; preparing and maintaining accurate records;

Plan and manage projects;

Analyze budgets;

Conduct meetings.

KNOWLEDGE is required of:

Federal, state, and local laws and building codes applicable to the operations and activities of assigned responsibilities;

Standards, processes, and materials used in facilities safety and maintenance;

Energy management;

Principles of contract law;

Principles of organization, supervision, budgeting, personnel administration, and management;

Laws and regulations pertaining to managing a diverse workforce.

ABILITY is required to:

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;

Adhere to safety practices;

Meet deadlines and schedules and work under time constraints.

Working Environment

Indoor and outdoor environment; exposure to variances in temperature, dust, chemicals, wet and/or humid conditions; moving mechanical parts, work on ladders, fumes, or airborne particles, toxic, or caustic chemicals, and outside weather conditions; subject to noise from equipment. Generally the job requires 40% sitting, 10% walking, and 50% standing.

Experience: Five (5) years of direct professional experience in facilities planning, construction, or maintenance and operations, and two (2) years’ experience in a management position with supervisory responsibility. School district or County Office experience strongly preferred.

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 professional experience in facilities planning, construction, or maintenance and operations, and two (2) years’ experience in a management position with supervisory responsibility. School district or County Office experience strongly preferred. A contractor’s license may stand in for one (1) year of the required professional experience.

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 Grade: Classified Management, Grade 050

Personnel Commission Approved: February 19, 2020

Revised: N/A