

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, Maintenance and Operations

Purpose Statement

The job of Executive Director, Maintenance and Operations is done for the purpose/s of planning, organizing, coordinating, and managing maintenance and facility planning operations to provide clean, safe, well-maintained and environmentally secure facilities; directing custodial, grounds keeping, maintenance, transportation, warehousing and other assigned services; supervising and evaluating the performance of assigned staff; and providing leadership and assistance to school districts regarding maintenance and facility planning responsibilities.

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, as well as being accountable for their actions and their impact.

Essential Functions

- Analyzes work methods and procedures (e.g. emergency and disaster preparedness, security, telecommunication applications and functions, toxic waste and asbestos management, ADA issues, etc.) for the purpose of increasing efficiency and cost effectiveness.
- Collaborates with internal and external personnel (e.g. SDCOE and school district staff, regulatory agencies, architects, contractors, vendors, etc.) for the purpose of implementing and/or maintaining services at County office facilities and SDCOE off-site locations.
- Directs and manages department operations; the maintenance of services and the implementation of new programs and/or processes (e.g. emergency operations, safety and security, contracts, transportation, delivery, mail, lunchroom, warehousing, meeting and seminar room reservations, water and energy conservation, site repairs/construction, etc.) for the purpose of coordinating functions for providing services within established timeframes and in compliance with related requirements.
- Plans, organizes, and directs facility planning operations, including new construction, modernization, and renovation projects; develops and implements goals, policies, and procedures regarding facility planning and construction projects; and assists school districts in facility planning coordination.
- Represents the SDCOE in emergency response and coordination efforts and activities, maintains the readiness of SDCOE's emergency response and provides expertise during an emergency, responds to emergencies on an on-call 24/7 basis; and collaborates with internal and external personnel in planning standardized responses to critical incidents.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies (e.g. fire alarm inspections, roofing repairs, carpet replacements, alteration of buildings, etc.) for the purpose of ensuring that jobs are completed efficiently; specifications are within regulatory requirements; and approving inspection reports and payment requests.
- Maintains manual and electronic documents, files and records (e.g. specifications, contracts, archival information, compliance reports, inventory of spare parts and excess parts, etc.) for the purpose of providing up-to-date reference materials.

- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. Public Works projects, custodial budget, deferred maintenance project budgets, purchase orders, RRMA budgets, maintenance expenditures, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Negotiates, approves and renews contracts, leases and tenant improvements for opening and closing JCCC facilities, maintaining JCCS sites, etc. for the purpose of ensuring purchases and services are within state and district requirements/regulations and achieving outcomes consistent with the district's long and short range goals.
- Oversees the physical operations of the main campus East County Regional Education Center (ECREC) and the North County Regional Education Center (NCREC) for the purpose of reviewing the construction and maintenance work conducted at the sites and working collaboratively with school district personnel to develop operations guidelines, policies and procedures.
- Participates in meetings, workshops and seminars (e.g. maintenance yard meetings, architects and construction management meetings, safety training, etc.) for the purpose of conveying and/or gathering information required to perform functions, identifying issues, developing recommendations, supporting other staff and serving as District representative.
- Performs personnel functions (e.g. interviewing, recommending for hire, evaluating, supervising, scheduling, assigning tasks, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of reports, records, files and lists (e.g. estimate costs for labor and materials, bid preparation, budgets, short and long-range maintenance planning programs for vehicles/equipment/building infra-structures, emergency and disaster preparedness, hazardous waste disposal procedures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Responds to inquires (e.g. administrative staff, local inspectors, custodial/maintenance/grounds staff, contractors, architects, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.
- Serves as a liaison between the department, architects/contractors, federal/state and local entities, etc. for the purpose of representing the County Office as a leader in the development of maintenance standards, as well as energy efficiency and conservation.

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 is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; standard business practices; and cost/fund accounting.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods.

Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

ENVIRONMENT

The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires extended periods of time sitting, walking, and standing.

Education and Experience

- Experience** Five (5) years of increasingly responsible experience in managing building and equipment maintenance, transportation, warehousing, new and/or remodel construction, landscape maintenance and administration. A minimum of five (5) years in a supervisory capacity is required, including two (2) years of experience in a director-level position, overseeing maintenance and operations or facility planning operations.
- Education** Bachelor's degree in business or public administration, insurance or maintenance trades areas, or closely related field.
- Equivalency** A combination of education and experience equivalent to: a bachelor's degree in business or public administration, insurance or maintenance trades areas, or closely related field, and five (5) years of increasingly responsible experience in managing building and equipment maintenance, transportation, warehousing, new and/or remodel construction, landscape maintenance and administration. A minimum of five (5) years in a supervisory capacity is required, , including two (2) years of experience in a director-level position, overseeing maintenance and operations or facility planning operations.

Required Testing

N/A

Certificates

Certificate of completion in asbestos management

Valid CA driver's license

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Grade: Classified Management, Grade 56

Personnel Commission Approved:7/15/2020