

Oak Grove School District

JOB TITLE: Manager - Operations, Maintenance and Groundskeeping

SALARY RANGE: G(14)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision of the Program Director, FMOT, the Manager of Operations, Maintenance, and Groundskeeping provides leadership, supervision, and management of the District's physical plant, energy management, and facility operations. Functions as a member of the District Leadership Team and participates in the formulation and implementation of District policies.

ESSENTIAL JOB FUNCTIONS:

Maintenance

- In coordination with the FMOT Program Director, provides direction and guidance for all maintenance activities
- Oversees the maintenance and functioning of building systems, including mechanical, electrical, plumbing, fire/life safety, elevators/lifts, and controls/energy and emergency management systems
- Oversees maintenance, repair, modification, installation, and construction by all maintenance staff, inclusive of laborers, electricians, carpentry, maintenance, maintenance mechanic, and outside contractors
- Maintains fire/life safety systems, burglary systems, clock/bell/speaker systems, and other security systems (cameras, badges, lock systems); assures systems are operating correctly across the District; completes fire/life safety system annual testing and routine maintenance of systems including fire extinguishers, pull stations, detectors, sprinkler systems, and other components
- Acts as primary field response to urgent and emergency situations
- Performs routine audit and inspection of ongoing work and work completed by maintenance and grounds staff
- Supports and motivates staff to complete responsibilities in an efficient and effective manner
- Implements measures to improve service, production, equipment performance and utilization, and work conditions
- Manages work order records along with tool and parts inventories
- Approves procurement of parts and services with vendors
- Conducts regular "walk-through" audits of all the District facilities to ensure operating efficiency, optimum educational environment, and safety inspections
- Develops and maintains a comprehensive preventative maintenance program
- Develops priorities for planned maintenance projects
- Oversees contracted services related to facility maintenance
- Assists with developing the department budgets, approving expenditures, and ensuring expenses are within budget limits
- Informs FMOT Program Director and school sites of any major work, utility interruptions, or facilities emergencies; coordinates and schedules repairs to avoid interruption of daily activities

- Performs administrative responsibilities for various software programs to support maintenance, grounds, transportation, and operations; District work order system including daily reports and daily assignments of work orders; conducts training for all secretaries and audits activity; security camera software; electronic lock software; burglar alarm system software; building automation systems

Grounds

- Assists with preparing estimates and requisitions for supplies, equipment, and materials
- Monitors use of equipment, rental equipment, and labor to complete seasonal tasks
- Coordinates maintenance and groundskeeping programs with on-site administrators and/or outside contractors
- Schedules, monitors, and trains assigned crews; reviews and participates in the work of other grounds equipment operators & gardeners
- Trains workers in the safe and effective use of equipment, supplies, and chemicals in compliance with appropriate OSHA and other legal and safety regulations
- Trains workers regarding irrigation systems, heavy equipment operation and service, general gardening equipment, use of fertilizers, herbicides, pesticides, and related operations for grounds maintenance
- Informs FMOT Program Director and school sites of any major work, utility interruptions, or facilities emergencies; coordinates and schedules repairs to avoid interruption of daily activities
- Schedules routine maintenance and service with school sites
- Oversees contracted services related to non-routine grounds maintenance
- Maintains accurate records of irrigation plans, planting seasons, schedules, plant details, arbor reports, vermin controls, pesticides, herbicides, and fertilizer use
- 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

Operations & Safety

- Assumes direct responsibility for maintenance and grounds personnel functions, including evaluating, supervising, directing action and activities, and leading the division; coordinates hiring and training; recommends transfers, reassignments, and disciplinary actions, including terminations, as appropriate; supports the Program Director, FMOT, for personnel functions of Transportation and Grounds staff
- Works with the Program Director, FMOT and Chief Operations Officer to develop and organize long-range, ongoing, and preventive maintenance plans and programs for sites, buildings, and equipment, including procedures for receipt and assignment of maintenance and groundskeeping work orders and for equipment maintenance and replacement programs
- Works with the Program Director, FMOT to develop and administer the budget for maintenance and groundskeeping and monitors budget expenditures
- Assists with the preparation of bid specifications and coordination of the bidding process, as requested by the Chief Operations Officer and Program Director, FMOT
- In coordination with the FMOT Program Director, reviews, plans, schedules, and estimates event staffing requirements; confirms facility and custodial staffing are scheduled for events
- Rotates on-call duties and emergency response

- Responsible for implementing weekday, weekend, holiday, and summer shutdown checklists for every building in the District
- Enforces safety regulations
- Attends and conducts staff trainings, disaster and emergency training and drills, and safety and security meetings as assigned
- Establishes and maintains a close working relationship with City Law Enforcement, Fire Prevention, City Public Works, and 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
- Prepares notices, public information documents, and other information items, including resolutions, agenda items, and documentation required for Board action
- Prepares reports, bulletins, and memorandums, including material of a confidential nature; maintains files, compiles, and prepares reports
- 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
- As directed and/or as needed, assists with the development, monitoring, and implementation of the District's energy management and conservation program and initiatives
- Performs related duties as assigned

Transportation & Fleet Management

- As directed by the FMOT Program Director, supports the division's transportation and fleet management in regards to vehicle maintenance, safety equipment, and integrated software and hardware for security systems
- Oversees District Corporation Yard and storage of vehicles

KNOWLEDGE, SKILL AND ABILITIES:

- 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
- Experience with bargaining unit contract administration and negotiation
- Ability to maintain strict confidentiality and strong judgment

- Possess a professional demeanor and thrive in a fast paced environment
- Possess strong, effective oral and written communication skills, as well as interpersonal skills
- Display organizational skills, including follow-up and meticulous attention to detail
- Act as a self-starter with the ability to work independently
- Work with demonstrated initiative and a high level of motivation
- Demonstrated experience and knowledge of and ability to effectively plan and provide training in facility maintenance, groundskeeping, 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 Local 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; Google platform; familiarity and experience operating work order software programs; operate other office equipment, as assigned

EDUCATION AND EXPERIENCE:

- Bachelor's degree with two years of related work experience required
- Bachelor's degree requirement may be substituted with three years of related work experience in a K-12 school setting

SPECIAL REQUIREMENTS:

- Possession and maintenance of a valid California Driver's License
- Possession of a Qualified Applicator's Certificate issued by the State Department of Food and Agriculture to be completed within a one (1) year probationary period
- Possess a Standard First Aid/CPR certification to be completed within a one (1) year probationary period
- Forklift Operator's Certificate must be completed within the first 90-day period

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 the job

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.