

North Monterey County Unified School District

CLASSIFIED MANAGEMENT POSITION DESCRIPTION

Position Title: **Facilities, Maintenance, and Operations Supervisor II**
Department: Business Services
Reports to: Facilities Planning and Construction Director
Salary Level: Grade -4
Calendar: 225 days

DEFINITION:

Under the direction of the Senior Executive Director Facilities Planning and Construction Director, the Facilities, Maintenance, and Operations Supervisor II with general supervision, assists the Director-to plan, direct, organize, and manage the cleaning, maintenance, repair, and grounds keeping work of the District. Employees in this classification receive limited direction within a framework of broad guidelines. Employees in this classification formally supervise personnel and are responsible for the administration of a departmental budget.

DISTINGUISHING CHARACTERISTICS:

The position requires general knowledge of several building trades including electrical, carpentry, hazardous materials, plumbing, heating and ventilation, air conditioning systems, as well as skill in directing the operations of a major department within the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works under general supervision from the Senior Executive Director to plan, organize and review the work and operations relating to custodial services, grounds keeping, building and equipment maintenance for the District's facilities.
- Actively participates in the development of budgets and assumes appropriate fiscal controls to ensure prudent fiscal management in the application of District funds including authorizing expenditures and projecting anticipated maintenance and grounds keeping project/operational costs.
- Ensures District compliance with applicable federal, state, and local laws, regulations and ordinances
- Assists the Senior Executive Director in the hiring of FMO personnel in support of the District mission
- Responsible for the training, supervision, evaluation, and daily assignments of FMO personnel in support of the District mission
- Oversees annual preventative maintenance schedule
- Responsible for the training of custodial personnel in support of the various school sites; assists in the hiring process
- Responsible for periodic Quality Assurance inspections of work performed by custodians.
- Provide technical advice to site administration regarding district custodial personnel
- Plan and implement training for substitute custodians
- Responsible for maintaining an adequate pool of substitute custodians and district movers
- Responsible for assignment of substitute custodians to various district facilities
- Directs and coordinates the essential collection and review of operational data to ensure the greatest return for program expenditures and efficiencies.
- Prepares various reports on department operations and activities for internal and external use. Maintains a variety of records including staff attendance, work orders assigned and completed, quotes obtained, materials purchased and invoicing for services rendered.
- Responsible for management of Williams' facility list of improvements and required reporting.
- Responsible for the timely preparation of annual FIT report for non-Williams' sites

- Performs on-site inspections for all District buildings, equipment and grounds to determine needed and preventive repairs and services.
- Inspects completed maintenance, grounds and custodial projects for compliance with departmental standards and requirements
- Responsible for the ordering of all custodial supplies and organizing and maintaining the inventory held in the warehouse.
- Required to be available to respond to facility related emergency calls.
- Assumes responsibility for on-call duties to support CSEA team members who have responded to incidents at the district. Also, responsible for calls when no one else can respond. This includes, but is not limited to alarm calls, emergency calls, weekend deliveries, etc..
- Coordinates work activities with outside contractors as required.
- Establishes and implements departmental operational policies and procedures.
- Confers with and advises school/District administrators regarding maintenance repairs, new equipment, safety standards, custodial issues, etc.
- Determines FMO work priorities and procedures; assigns appropriate personnel to complete projects
- Tracks the completion of work orders and submits reporting to supervisor on a regular basis
- Receives/approves/coordinates the purchasing of all maintenance/grounds keeping and custodial equipment and supplies; tests and recommends for purchase various materials and equipment.
- Provide safety training (equipment, work practices, chemicals, hazardous waste, pesticides, playground equipment safety, etc.) for maintenance and custodial crews
- Responsible for the implementation of comprehensive mandated safety awareness and compliance programs for maintenance and custodial staff.
- Serves as district contact with outside agencies regarding agriculture issues impacting schools (Ag Commissioner and the monitoring of pesticide applications and use by local growers)
- Actively chair Facility Safety Committee, participate in facility safety inspections as well as employee safety in the work environment
- Responsible for required postings and annual notifications for hazardous waste inspections and pesticide applications
- Trains and conducts in-service sessions for departmental personnel as required.
- Prepares various reports, attends meetings and workshops, and makes oral presentations as necessary

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

- High school graduate (or equivalent)
- Graduation from a two or four year college program in Construction Management or the equivalent experience; any combination equivalent to coursework and experience in mechanical trades, engineering, construction, architecture, or related fields
- Five years' experience in maintenance, grounds, custodial or related function including experience in a supervisory capacity
- Five years of experience in working on construction-related issues with state agencies including the Office of Public School Construction (OPSC), Division of the State Architect (DSA), and California Department of Education (CDE).
- Skill in operating personal computers including word processing, spread sheet and data base programs
- Possession of a valid California driver's license with the ability to obtain insurance with no restrictions which would preclude driving on the job; if driving district vehicles will be subject to pull notice process.

Education and Experience:

- High school graduation is required with additional formal education in one of the related fields is desirable.
- Five years' experience in maintenance, grounds, custodial or related function including experience in a supervisory capacity

Licenses and other Requirements

- Possession of a valid California driver's license with the ability to obtain insurance with no restrictions which would preclude driving on the job; if driving district vehicles will be subject to pull notice process.

Knowledge of:

- Principles and practices of effective supervision and training.
- Applicable laws, regulations, best business practices related to assigned areas of responsibility.
- The general principles and practices of custodial operations, including training, supervision, and coordination of summer custodians and their site projects.
- Knowledge of building construction codes, practices, laws and safety rules related to the construction and repair of school buildings and grounds.
- Methods, practices, equipment and materials used in the building, custodial and grounds keeping trades.
- Management principles and practices including budget management and administration.
- Supervisory methods and techniques.
- Provide support for the District's bond measure as it pertains to deferred maintenance projects.
- The procurement process and application of the formal bid procedures.
- Best business practices for assigned areas of responsibility.
- Effective labor relations practices and procedures.

Ability to:

- Communicate effectively both orally and in writing
- Prioritize, direct and supervise the work of others
- Interpret building and landscaping diagrams, sketches and blueprints
- Prepare accurate estimates of time, materials, supplies and other resources needed for maintenance/grounds projects
- Prepare accurate reports and maintain records
- Perform mathematical calculations accurately
- Quickly identify problem areas or situations, isolate problem causes, and take appropriate action to resolve problems identified
- Plan, organize, and implement custodial, maintenance/grounds policies, procedures, and projects to meet district/department needs
- Estimate budgetary and personnel needs and to implement cost control measures such as energy conservation, evaluation of project work bids, etc.
- Perform on-site inspections of new construction or alterations to existing structures
- Communicate effectively in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Independently direct the overall operation of the District's facilities, maintenance, grounds and train custodial staff
- Work in a multi-faceted, fast-paced environment
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action to appropriately mitigate the issues
- Plan, schedule and evaluate the work of others
- Meet and communicate ideas and goals effectively in a public setting

DESIRED QUALIFICATIONS:

- Related experience in the public school system
- Red Cross First Aid Certificate, including CPR training

WORKING CONDITIONS:

Work Environment:

The working environment shall be indoors and outdoors, sometimes in inclement weather and walking over uneven surfaces. Noise levels will vary from normal office levels to the increased levels of construction sites or automotive shops.

Physical Demands:

This position involves sitting, walking, standing, climbing, kneeling, stooping, crawling, reaching and bending on a regular basis. The incumbent must be able to accurately perceive sound, see near and far with the ability to read small print. Ability to occasionally lift and/or move up to 100 pounds.

Hazards:

There will be regular exposure to fumes, dust and odors

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 12/18/2016

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