



SJCOE
EDUCATE · INNOVATE · INSPIRE

Job Description

POSITION TITLE: Project Leader III, STEM #6211
Sky Mountain Outdoor Education Center
Educational Services

SALARY PLACEMENT: Management Salary Schedule
Range 7

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's Degree and/or equivalent education, training, or experience that demonstrates an expertise in working with educational organizations, parks and recreation, and/or business and industry in the construction, management, and/or operation of facilities. Possess ServSafe certification or be able to obtain within the first six months of employment.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years of experience working in a supervisory or management level capacity in an educational setting and/or outdoor, parks and recreation setting. Two years of business/computer courses obtained through a college or vocational school. Certification in the maintenance and repair of Heating, Ventilation and Cooling (HVAC) Systems.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Leadership skills in assessing, evaluating, developing, and implementing facility plans.
- Ability to supervise, evaluate, and train staff.
- Ability to operate a computer and knowledge of assigned software, including Energy Management Systems (EMS). Ability to read, understand, interpret, and use construction documents, including, but not limited to contracts, drawings, specifications, technical manuals, and building codes.
- Ability to be flexible based on program needs, including the ability to respond to after-hours emergency situations or work assignments.
- Ability to create and follow policies and procedures.
- Knowledge of warehouse and distribution procedures.
- Knowledge of applicable codes, rules and regulations related to asbestos, lead paint, hazardous materials and OSHA.
- Possess a valid California driver's license; have an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

- Certification of the maintenance and use of a forklift.
- Possess ServSafe certification or be able to obtain within the first six months of employment.
- Knowledge of use and maintenance equipment used in the snow such as: a Snowcat, an ASV-Scout, a backhoe, a Toolcat, and Bobcat.
- Knowledge of energy control mechanisms and programs and their application.
- Knowledge of the Healthy Schools Act and other laws, rules and regulations related to the purchase, storage, and use of cleaning materials, pesticides (including herbicides), paints, finishes, and other materials that may be used in, on, or around SJCOE buildings and grounds.

- Knowledge of building systems operations and maintenance, including but not limited to, electrical, plumbing, HVAC, flooring, roofing, gas repair, propane, diesel, well system, septic system, plumbing systems, welding, construction, and security and fire control systems, and ability to effect, and/or direct the repair of same.

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services and the Director II of STEM, supervises, assigns, reviews and participates in the work of staff that are responsible for providing custodial/plant operations and kitchen operations. Ensures that the campground and kitchen are suitable for use by complying with cleanliness and safety requirements.

Private room available for onsite living while working in this position. Meals are included when the program is in operation.

DISTINGUISHING CHARACTERISTICS:

The Project Leader series represents advanced management positions and has three levels.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, day to day activities as needed; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Participate in the selection of staff including maintenance, utility workers, cooks, and drivers.
14. Provides supervisory support to assigned staff and works with employees to learn additional skills and provide opportunity for growth and development.
15. Perform building systems operations, maintenance, and custodial services including but not limited to, electrical, plumbing, HVAC, flooring, roofing, gas repair, propane, diesel, well system, septic system, plumbing systems, welding, construction, and security and fire control systems, and ability to effect, and/or direct the repair of same.
16. Provide assistance in food preparation as needed.
17. Drive a passenger van over designated routes to transport students and guests on various trips.
18. Respond to after-hours emergency situations and/or work assignments.
19. Administers and coordinates the maintenance and food service programs at Sky Mountain Outdoor Education Center.
18. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Hear and understand speech at normal levels and on the telephone.
3. See and read the computer screen and printed matter with or without vision aids.

4. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
5. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 75 pounds to waist height.
6. Perform various tasks at high elevations and in the snow.
7. Climb ladders and/or systems to access roof areas, attic spaces, and high walls.
8. Work safely and effectively on roof areas.
9. Work effectively with tools in confined spaces and in inclement weather.

WORK ENVIRONMENT:

Employees in this position will be required to work mainly outdoors in an educational and standard environment located in the high sierra mountains. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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