Job Description

Marin County Office of Education

Director of Maintenance & Operations

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Director of Maintenance & Operations is done for the purpose/s of directing department operations; maintaining facilities and services; overseeing logistics; implementing new programs and/or processes; overseeing the procurement of goods and services; managing the safety and security of Marin County Office of Education (MCOE) facilities and grounds; overseeing MCOE non-technology fixed and capital assets; custodial and groundskeeping services; school safety and emergency preparedness; communication services; facility rentals and reservations; print shop; monitoring assigned budget; collaborating with administrators, auditors, public agencies, and vendors; preparing and maintaining written materials and documentation; and, supervising assigned staff.

This Job reports to Assigned Supervisor

Essential Functions

- Collaborates with internal and external entities (e.g. administrators, school districts, public agencies, vendors, etc.) for the purpose of establishing priorities; implementing and/or maintaining services and programs; and, ensuring compliance with local, state, and federal requirements.
- Coordinates and maintains security arrangements for personnel, facilities, and equipment, and emergency preparedness activities during normal and/or after hours (e.g. training, first responder, emergency radio system, etc.) for the purpose of recommending and implementing comprehensive campus safety and security plans, providing information and/or taking action to ensure overall safety and security.
- Directs department operations, maintenance of facilities and services, logistics, and the implementation of new programs and/or processes (e.g. deferred maintenance program, hazardous material handling, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
- Implements and maintains communication and mail/delivery systems (e.g. telephone, directory preparation, distribution, etc.) for the purpose of updating and maintaining systems and ensuring the availability of information and services.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance, and supplies at various MCOE sites for the purpose of ensuring jobs are completed efficiently and within the scope of work, specifications are within regulatory requirements, and approving inspection reports and payment requests.
- Manages the custodial and groundskeeping program at various MCOE sites for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Manintains and manages department budget (e.g. allocations, expenditures, fund balances, and related financial activities, etc.) for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Oversees the procurement of goods and services for the purpose of ensuring adherence to pertinent public contract code requirements and alignment with established policies and regulations.

- Oversees MCOE non-technology fixed and capital assets and manages supplies and equipment purchasing and procurement functions (e.g. maintains inventory control; obtains goods and services quotes/bids; manages approved vendor agreements, etc.) for the purpose of ensuring inventory control of assets and availability of supplies, securing equipment as needed and approved, obtaining and maintaining competitive and reliable vendor resources, and ensuring compliance with relevant laws and regulations.

- Participates in, or facilitates, meetings, workshops, and seminars (e.g. Cabinet, Safety Committee, local maintenance directors, etc.) for the purpose of identifying issues, developing recommendations, serving as a MCOE representative, or conveying and/or gathering information required to perform functions.

- Prepares and maintains a variety of written materials (e.g. asset tracking, policies/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Researches new products, suppliers, laws and regulations for the purpose of recommending purchases and vendors/contractors, maintaining MCOE services, and remaining current with relevant regulatory issues.

- Serves as a liaison for MCOE with various entities (e.g. school districts, architects/contractors, regulatory agencies, etc.) for the purpose of securing long- and short-term space rentals and lease agreements, facilitating communication, and complying with established ordinances and regulations.

- Supervises, evaluates, and coordinates assigned staff (e.g. hiring/terminating, scheduling, training, etc.) for the purpose of ensuring a safe work environment with adequate staffing, providing opportunities for professional growth, and ensuring compliance with established standards, requirements, and procedures.

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 perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; utilizing work order ticketing software; planning and managing projects and programs; overseeing program financial activities; preparing and maintaining accurate records; administering personnel policies and procedures; analyzing budgets; conducting meetings; enforcing rules and regulations; estimating required resources; and facilitating effective meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; 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 management and processes; intermediate knowledge of skilled trades and construction processes; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often 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; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also 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 types of job-related equipment. 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 simultaneous multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; facilitating communication between persons with frequently divergent positions; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing

major organizational components; 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 some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 35% walking, 15% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required in facility maintenance and operations with at least 5 years of increasing responsibility. 2 years in a supervisory role in a school district or county office of education desired.

Education: Bachelors degree in job-related area.

Equivalency: Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described. Experience with increasing levels of responsibility can be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Mandated Reporter Training Certificate
Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Continuing Educ. / Training

Maintains Certificates and/or Licenses
Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Revised Date

Salary Grade