

CLASS SPECIFICATION
Assistant Director of Operations

GENERAL PURPOSE

Under general direction, plans, organizes, coordinates, evaluates and directs the maintenance and operation of the District's custodial services, maintenance repair, preventative maintenance, and special projects; inspects, monitors and supervises the work and performance of the District's custodial personnel, centralized grounds maintenance crew and environmental personnel; oversees and enforces District-wide custodial standards and policies.

DISTINGUISHING CHARACTERISTICS

With direction from the Director, Facilities Planning and Operations, this single class position will coordinate and manage the activities and work of personnel in the District's Maintenance and Operations Department including the grounds and environmental crews. The incumbent will evaluate the District's custodial and grounds care needs and develop and implement policies and procedures to successfully manage the aforementioned programs. The Assistant Director of Operations is responsible for formulating and developing unit goals and objectives, supervising assigned personnel and directing day-to-day activities. Duties are carried out with considerable independence within a framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports and completed projects. This person will act as Director, Facilities Planning and Operations in that individual's absence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Plans, organizes, controls, integrates and evaluates the work of the Maintenance and Operations Department; with subordinate managers and staff, develops, implements and monitors work plans to achieve department/site mission, goals and performance measures; directs the development of and monitors performance against the annual department/site budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve District goals, objectives and performance measures consistent with the District's quality and service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with federal, state and local laws and regulations and District classified human resources policies and labor contract agreements.
3. Provides leadership and works with staff to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the District's objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Participates in the preparation of operating budget recommendations; authorizes the purchase of materials and monitors work activities and expenditures to control costs.
5. Schedules, coordinates and supervises the work of personnel engaged in the cleaning, maintenance and repair of buildings, structures and facilities.
6. Plans, coordinates and supervises water conservation activities; reviews design and layout of sprinkling and irrigation systems; coordinates and supervises sprinkler and irrigation system installation and maintenance functions.

7. Evaluates the maintenance/operations and repair needs of the District, prioritizes those needs and recommends policies, procedures and personnel allocations to address needs.
8. Inspects construction operations and repair plans, estimates costs in terms of labor, material, overhead and time frame; reviews work orders received, prioritizes and schedules projects for completion and prepares reports and billings on completed maintenance projects.
9. Is directly responsible for personnel and duties of custodians and grounds personnel, including the cleaning of school and office sites; assures the timely inspection of the cleaning and care of rooms, restrooms, halls, buildings, fixtures and equipment.
10. Is directly responsible for District-wide custodial and grounds needs, prioritizes those needs and implements policies, procedures and personnel allocations to address needs.
11. Assists in the planning, development and presentation of orientation and in-service training programs for grounds maintenance, custodial and environmental personnel.

OTHER DUTIES

1. Operates vehicles to travel to various District sites and ensures proper maintenance of District vehicles.
2. Acts as the Director, Facilities Planning and Operations in that individual's absence.
3. Confers with managers regarding policy, procedures and methods of work, schedules, supply and equipment requirements and operational problems; determines future requirements for personnel, materials and equipment.
4. Confers with school site administrators regarding potential/documented problems in areas of responsibility.

QUALIFICATIONS

Knowledge of:

1. Administrative principles and methods including goal setting, program development and implementation and employee supervision.
2. Methods, materials, supplies and equipment used in custodial work, grounds maintenance and environmental maintenance.
3. Requirements for maintaining buildings and grounds in a clean, attractive, safe and orderly condition.
4. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
5. Safety regulations, safe work practices and safety equipment related to the work.
6. Computer software applications related to the work.
7. Principles and practices of effective management and supervision.
8. District classified human resources policies and procedures and labor contract provisions.

Ability to:

1. Plan, assign, organize, supervise, inspect, train and evaluate the work, functions and activities of a comprehensive custodial, environmental and grounds maintenance program and their personnel
2. Select, motivate and evaluate staff and provide for their training and development.
3. Analyze complex operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
4. Develop and implement goals, objectives, policies, procedures, work standards and management controls.

5. Prepare clear and concise records, reports, correspondence and other written materials.
6. Exercise sound independent judgment within general policy guidelines.
7. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues.
8. Establish and maintain effective working relationships with all levels of District management, staff, representatives of other public agencies, consultants, contractors, the public and others encountered in the course of the work.

Education, Training and Experience:

Graduation from a two-year college with a degree in a related field is desirable; or three years of progressively responsible experience in a related field as a manager or supervisor.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy. Upon hiring, as a condition of employment, an employee may be required to attain certificates relating to the job prior to completion of their probationary period. Cost of the certificates and renewals, unless otherwise authorized, will be borne by the employee.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand. An employee occasionally stoops, kneels, bends, crouches, crawls, climbs, balances and lifts up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with all levels of District management, staff, representatives of other public agencies, consultants, contractors, the public and others encountered in the course of the work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. This employee occasionally works in outside weather conditions, near moving parts, and is exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud.