

MANAGEMENT JOB DESCRIPTION

CHIEF OPERATIONS OFFICER

JOB SUMMARY:

Under the direction of the Superintendent, plans, organizes, and manages work of assigned. The Chief Operations Officer oversees the management of facilities, plant operations, maintenance, custodial services, transportation, and food services. Directs, reviews, and inspects contract work, new construction, environmental safety, maintenance, and operation activities. Performs related duties as assigned. Committed to providing leadership, promoting teamwork, collaboration, and cross-training to provide optimum services and support.

ESSENTIAL JOB FUNCTIONS:

- Plans, coordinates, directs, and oversees essential groundskeeping/maintenance and construction-related issues by setting priorities to meet schedules and timelines.
- Has oversight over directors of Transportation, Child Nutritional Services, and Warehouse.
- Works with Directors to formalize operations of assigned departments.
- Plan, organize and direct Facilities and Planning Department, Maintenance and Operations Department and personnel as assigned.
- Develop and monitor the implementation of the District's Facilities Master Plan.
- Oversee the development and implementation of operational systems that will help the District grow and deliver its services more efficiently.
- Work cohesively with other members of the Executive Cabinet to serve the interests of the District.
- Recommends and coordinates new construction, modernization, and deferred maintenance projects.
- Works with Assistant Superintendent of Business Services and Support in preparing financial projections for the purpose of determining the budgets necessary to carry out the facility and operations master plans.
- Prepares applications to State and other funding agencies for the purpose of initiating facility construction, upgrade and repair projects.
- Coordinates the analysis of sites, the acquisition of property and the development of designs and plans for the purpose of carrying out the District's facilities master plan.
- Review with Maintenance and Operations management work orders and facility services requests for school sites, in advance, to determine work to be performed; assign appropriate work crew and assure proper tools, supplies and equipment are provided.
- Exercises responsibility for the planning of proposed facilities with staff and architects from inception to completion of construction.

- Plans, organizes, coordinates, and supervises effective maintenance, grounds keeping, and custodial program to meet the needs of the District.
- Reviews, approves, and coordinates all Board items related to Facilities, Maintenance and Operations.
- Assists in the creation of priority list, estimates and other related documents as it relates to school district facilities.
- Represents the District with construction managers, architects, engineers, inspectors, regulatory and government officials, and contractors.
- Directs the design, construction, inspections, repairs, and maintenance of all District facilities, properties, and grounds.
- Coordinates the activities of construction project executives / managers, construction superintendents, engineers, consultants, special inspectors, architects, contractors and building inspectors during the process of construction.
- Ensures that the Office of State Architect specifications and requirements are being met, and that projects are constructed in accordance with the plans and specifications adopted by the District. Ensures all warranty issues identified during the warranty period are repaired/ replaced.
- Makes recommendations for architectural services and maintains contracts with technical consultants and specialists on problems of design and construction. Supervises bidding process for construction projects.
- Works closely with architects and coordinates activity between the District and all local, State, and federal agencies which may be involved in the facilities design and construction process, including utility companies, assessment districts, developers, and other involved entities.
- Facilitates the development of standard specifications and equipment lists for all future schools.
- Establishes and maintains close working relationships with local, state, and federal agencies as necessary, and meets all legal and safety requirements in law and administrative code.
- Read and interpret plans and specifications.
- Conducts regular and final inspections and recommends acceptance of District construction projects.
- Reviews and recommends change orders.
- Assists with financial planning of facilities and operational needs, including preparation and oversight of departmental budgets, long range facilities need, and remodeling projects. Reviews and certifies progress payment requests submitted by the contractor.
- Prepares plans and specifications for tenant improvements and maintenance projects not requiring the services of an architect.
- Understands and remains current in legal matters, legislation, and regulations affecting facilities matters, and takes appropriate action as necessary. Works with the District Safety Leadership to design, build, and maintain optimally safe conditions for employees and students.

- Prepares research reports and analytical data to facilitate the best management decisions and efficiency of the department.
- Assist in the development of the Facilities Master Plan
- Manages District wide programs such as: Integrated Pest Management, Lead Abatement, Energy Management, A.D.A Compliance, A.H.E.R.A and others.
- Directs and maintains cooperative and effective working relationships with others.
- Ensure compliance with relevant educational regulations, policies, and procedures, and coordinate with District and state officials to maintain high standards of education and accountability.
- Manage the department's budget and allocate resources efficiently, prioritizing approved initiatives, infrastructure improvements, and student focused services.
- Promote a safe and inclusive environment that encourages respect, diversity and address any disciplinary or safety issues promptly and effectively.
- Support professional development opportunities for staff to enhance overall professional growth.
- Lead and participate in strategic planning initiatives to set and achieve long-term District facilities, maintenance, and operational goals, fostering innovation and continuous improvement throughout the District.
- Represent the District in various community events, meetings and/or forums.
- Participate in other activities at the pleasure of the Superintendent and/or Board.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

Knowledge of business management, architectural design, basic engineering, and construction operations and procedures; knowledge of the building codes, ordinances, and regulations of the state and local authorities; knowledge of California Title 19 provisions; knowledge of pertinent safety orders issued by the State of California Division of Industrial Safety; knowledge of the methods of construction of masonry, structural steel, timber, concrete, and reinforced concrete buildings and foundations; knowledge of inspectional methods and their practical application; knowledge of building trade terminology.

- Ability to supervise the maintenance and operations of the District; to read and interpret building plans, specifications, and related contract documents; detect construction anomalies by inspection, inferior materials, and poor workmanship; to take samples of materials and prepare test specimens for laboratory analysis; to keep accurate records; to make clear and concise reports; plan and direct facilities planning and construction; supervise the maintenance and operations program for the school district; to supervise others and deal tactfully and effectively with representatives of private and public agencies as well as District personnel.
- Five years of responsible experience in management, architectural design, construction engineering or equivalent.

Chief Operations Officer
Page 4

- Any combination of training and experience equivalent to a bachelor's degree in engineering and construction management.

Management Salary Schedule: Range B
BOARD APPROVED:08/14/24