

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – ENVIRONMENTAL EDUCATION

BASIC FUNCTION:

Under the direction of the Director I-Environmental Education, organize and direct the activities and facility operations of the Santa Clara Office of Education's Environmental Education Walden West Center; supervise and schedule the maintenance, custodial, and food service staff for construction, repair, renovation, food service preparation and delivery of the Environmental Education program sites; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the activities and operations of the Santa Clara Office of Education's Environmental Education Walden West Center; direct the general operation and safety of the camp site and related facilities; participate in the development and implementation of departmental policies and procedures; assist with developing and implementing goals, objectives, policies, and priorities regarding site maintenance and overall operations

Develop and monitor the Walden West budget, expenditures and revenue; negotiate and administer service contracts and facility leases and rental agreements; determines client fees and schedules.

Supervise and schedule the maintenance, custodial, and food service staff involved in the construction, repair, renovation, and food service preparation and delivery for the Environmental Education program sites.

Assist in the planning for facility expansion; develop specifications for maintenance, construction, and repair contractual services; monitor the Walden West Private water system.

Coordinate activities of new and/or renovated construction projects including interfacing with staff, contractors and trades people related to construction, maintenance, custodial, and food service functions; collaborate in advance with local residents, state and county officials to implement safety programs and future program activities.

Participate in the planning of the program expansion and foundation fund raising activities; pursue funding for program improvements; develop marketing strategies and serve as site liaison with County Officials; oversee the program administration in the absence of the Director; develop and implement plans to increase the program revenue and expand program services.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; monitor, and evaluate operation support staff and summer school personnel as assigned; conduct staff meetings and recruits volunteers as needed.

Perform a variety of skilled activities in the maintenance and repair of assigned facilities, utilities and equipment including tasks in the carpentry, electrical, heating, plumbing and machinery

repairs; operate and maintain the Walden West swimming pool; operate heavy equipment including dump truck, aerial lift backhoe, water treatment equipment and other hand and power tools.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Facility maintenance, construction, and food service operations;

Business, purchasing, and contract administration;

Oral and written communication skills.

Principles and practices of supervision and training;

Applicable laws, codes, regulations, policies and procedures;

Interpersonal skills using tact, patience and courtesy;

Operation of a computer and assigned software.

ABILITY TO:

Prepare and develop plans, specifications and cost estimates;

Train and evaluate the performance of assigned staff;

Communicate effectively both orally and in writing;

Interpret, apply and explain rules, regulations, policies and procedures;

Establish and maintain cooperative and effective working relationships with others;

Operate a computer and assigned office equipment;

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including college-level course work in business or related field and three years increasingly responsible experience in residential program administration, facility management and maintenance or closely related field

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

Valid First Aid and CPR Certificate within three months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Adverse weather conditions.

Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.

Hearing and speaking to exchange information.

Seeing to perform maintenance duties.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, stooping, kneeling or crouching.

Standing for extended periods of time.

HAZARDS:

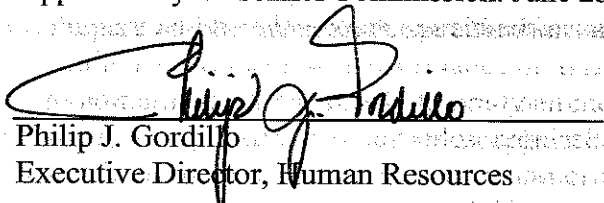
Working around and with machinery having moving parts.

Working at heights.

Power saws and flying debris or nails.

Exposure to fumes from paints and solvents.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources

7/01/11
Date