CLASS TITLE: SUPERVISOR – HEAD START OPERATIONS SUPPORT SERVICES/RESTRICTED

BASIC FUNCTION:

Under the direction of the Manager-Head Start Planning and Support, organize and direct the work activities of facility maintenance, custodial activities and staff of the Santa Clara County Office of Education’s Head Start program; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Organize and direct the activities and operations of facility maintenance, custodial activities and staff of the Santa Clara County Office of Education’s Head Start program; participate in the development and implementation of departmental and contractual policies and procedures.

Supervise, organize, schedule and assign the maintenance, custodial staff for construction, maintenance, repair, renovation, delivery, pick-up, and clean-up of County Head Start sites; review work orders; inspect work in progress and upon completion.

Assist with developing and implementing goals, objectives, policies, and priorities regarding site maintenance and overall operations; evaluate and monitor practices and procedures relating to effective techniques and licensing, health and safety requirements.

Assist with development and implementation of new projects; coordinate activities of new and/or renovated construction projects for program; schedule and communicate with staff, contractors and trades people related to construction and custodial functions.

Train and evaluate the performance of assigned staff; interview and select employees, and recommend transfers, reassignment, termination and disciplinary actions; establish work priorities; coordinate related in-service programs; oversee Support Services Unit in absence of Manager-Head Start Planning & Support.

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

Develop and implement short-term plans related to Head Start maintenance and custodial operations; prepare time and material estimates; resolve emergency operational problems and oversee maintenance of equipment.

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:
Organization and direction of operations and activities involved in the maintenance, repair and cleaning of buildings, facilities and equipment within the County Head Start program.
Proper methods, techniques, materials, tools and equipment used in the building maintenance trades.
Use and terminology of requisitions, purchase orders, invoices and other documents.
Organizational operations, policies and objectives.
Requirements of maintaining buildings, facilities and equipment in good repair.
Applicable building codes, ordinances, requirements, regulations and safety precautions.
Inventory practices and procedures.
Requirements of maintaining buildings in a safe condition.
Policies and objectives of assigned programs and activities.
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:
Organize and direct operations and activities involved in the maintenance and repair of designated buildings, facilities and equipment.
Plan, organize, coordinate, supervise and participate in the operations and activities of maintenance and custodial functions.
Utilize space efficiently and effectively.
Take inventory and maintain accurate control systems.
Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities.
Learn and apply county, state, and federal licensing regulations and apply good judgment.
Train and evaluate the performance of assigned personnel.
Inspect projects for accuracy, completeness and compliance with established specifications.
Estimate material, labor, equipment and time requirements.
Monitor and assure adequate levels of maintenance and repair equipment and supplies.
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 supplemented by specialized training in building maintenance or a related field and two years increasingly responsible experience performing journey-level maintenance and repair activities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.
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.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, stooping, kneeling or crouching.
Climbing ladders and working from heights.
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