

SANTA CLARA COUNTY OFFICE OF EDUCATION

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.

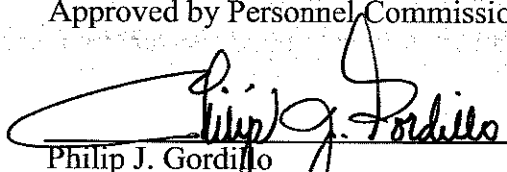
PHYSICAL DEMANDS:

- 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