

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – MAINTENANCE & OPERATIONS

BASIC FUNCTION:

Under the direction of the Director III-General Services, organize and direct the activities and operations of the SCCOE Maintenance and Operations Department; develop and recommend maintenance and operations standards, procedures and practices; respond to and resolve routine and emergency maintenance and operations service needs; coordinate the Williams Settlement site inspections; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the activities and operations of the SCCOE Maintenance and Operations Department; operate an automated work order system and monitor progress of repairs; participate in the development and implementation of departmental policies and procedures.

Plan, coordinate and monitor centralized maintenance and operations' services to building sites belonging to the County Office of Education including building custodial services, repair and maintenance for elevators, fire alarms, heating and air conditioning, plumbing, cleaning, painting and grounds maintenance.

Plan and coordinate the deferred maintenance related activities; prepare and coordinate funding proposals for special repair and deferred maintenance; establish practices and procedures including annual audits of maintenance related services; develop standards, procedures, and policies regarding preventative and scheduled maintenance programs.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate and prioritize the work of, and assign work to, regular and substitute staff.

Receive, prioritize and coordinate response to work orders; monitor progress of cleaning, installation, maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established work orders and specifications; review, evaluate and assign work orders and determine project material, labor, equipment, cost and time requirements.

Coordinate activities to assure County Office facilities are cleaned and maintained in a safe and orderly condition; organize, direct and participate in the cleaning of classrooms, lounges, offices, restrooms, hallways and other facilities; assure proper pick up and disposal of waste and debris.

Assist in the development and preparation of the annual preliminary budget for maintenance and operations functions; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Assist with leading the Safety Projects Team; coordinate fire and earthquake drills; arrange local Fire Marshall inspections according to established requirements; oversee the development and

implementation of corrective actions in response to fire code violations as needed.

Inspect work performed for quality control; determine and assign staff using workload formulas; respond to requests for vacation, leaves of absence, and uniforms; communicate with human resources administration, site administrators and labor union representatives regarding performance standards, staff assignments and transfers; provide and/or coordinate in-service training to staff in safe and effective methods and techniques and in the appropriate use and storage of equipment.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities; review daily patrol reports from security contractor and resolve issues as necessary.

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

Research products and methods for facility projects to determine appropriate solutions; prepare Statement of Work and bid documents for construction, maintenance and repair quotes; attend walk-through for projects and oversee projects from bid to completion; verify work is completed and approve for payments.

Administer programs related to safety, fire and security inspection; drive a vehicle to conduct inspections of facilities, grounds, and equipment.

Approve invoices for payment for utilities, materials, contractors and other facility-related suppliers and vendors.

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:

Management of operations and activities involved in inspection, cleaning, maintenance and repair of County Office buildings, facilities and related equipment.

Proper methods, techniques, materials, tools and equipment used in general cleaning, maintenance and repair activities.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

Requirements of maintaining buildings, facilities and equipment in a safe, clean and orderly condition.

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.
Record-keeping and report preparation techniques.
Policies and objectives of assigned programs and activities.
Health and safety regulations and procedures.
Basic budget preparation and control.

ABILITY TO:

Plan, organize and direct operations and activities involved in inspection, cleaning, maintenance and repair of County Office buildings, facilities and related equipment.
Coordinate projects, communications and personnel to meet County Office needs and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Receive, prioritize and coordinate response to work orders.
Inspect projects for accuracy, completeness and compliance with established requirements.
Estimate material, labor, equipment and time requirements.
Manage installation, maintenance and repair projects in electrical work, plumbing, carpentry, HVAC and painting.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Determine appropriate action within clearly defined guidelines.
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 college-level course work in construction or facilities management or related field and four years increasingly responsible experience with maintenance and operations functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

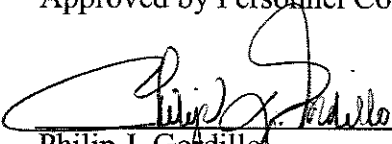
Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to inspect projects and read a variety of materials.
Sitting or standing for extended periods of time.
Walking to inspect projects.

Approved by Personnel Commission: June 23, 2011


Philip J. Goddillo
Executive Director, Human Resources

7/01/11
Date