

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III - GENERAL SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, organizes, controls and directs the General Services Department including, facilities, transportation, maintenance and operations and custodial services for the Santa Clara County Office of Education (SCCOE); supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the General Services Department including facilities management, special education transportation, maintenance and operations and custodial services for the SCCOE.

Provides technical information and assistance to the Chief Business Officer regarding Department activities, projects, needs and issues; assists in the formulation and development of policies, procedures, and programs.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommend transfers, reassignment, termination, and disciplinary actions; develops employee schedules, coordinates subordinate work assignments and reviews work to assure compliance with established requirements and procedures; coordinates and oversees the work of outside contractors.

Coordinates and directs communications, personnel, and resources to meet County Office needs and assure smooth and efficient Department activities; directs and participates in prioritizing and coordinating response to work orders and scheduling, developing, and implementing Department projects and activities.

Plans, organizes, and directs the development of construction contracts; adherence and approval of contracts as to form; in conjunction with Internal Business Services, reviews contracts for exposure to loss and acceptability of insurance and indemnification requirements; recommends necessary revisions; and ensures compliance with applicable State, Federal and local laws, and regulations

Plans, organizes and implements long and short-term programs and activities designed to develop General Services programs and services, including the review and maintenance of facilities forecast trends and plan direction for Office and/or participates in planning for external agencies.

Directs the planning, development, scheduling, design and implementation of construction, modernization, and remodeling projects; prepares and develops plans and specifications; coordinates construction and renovation projects with personnel, outside contractors, architects, school districts, project managers, governmental agencies and others.

Plans, organizes, controls direct and monitor the bidding process for supplies, equipment and construction and maintenance projects; prepare related bidding documents; approve purchase orders as appropriate.

Estimates and assures adequate personnel, materials, contractors, and equipment needed for planning, construction, maintenance, repair, and custodial functions; compiles and prepares cost estimates; monitors and assures adequate inventory levels of equipment and supplies.

Plans, organizes, controls, and directs activities to assure facilities are cleaned and maintained in a safe and orderly condition; coordinates, directs and participates in the inspection of County Office buildings, grounds and facilities to identify maintenance and repair needs; directs preventative maintenance functions; coordinates and directs response to emergency custodial and maintenance needs.

Coordinates and directs cleaning and installation, maintenance and repair projects in areas such as electrical work, plumbing, carpentry, HVAC, and painting; monitors progress of projects; inspect projects completed by County Office personnel and outside contractors for accuracy, completeness and compliance with established plans, standards, requirements, and specifications.

Directs and participates in inspection programs and activities to assure proper identification and resolution of fire, safety, security, and sanitary hazards; coordinates and directs inspections and Department activities assure buildings and systems comply with established codes and permit specifications; oversee and participate in conducting regular and periodic safety inspections.

Directs and participates in the preparation and maintenance of a variety of records, reports and files related to projects, inventory, plans and assigned activities; oversees the maintenance and storage of architectural drawing, project manuals, detail designs and other documents; oversee the filing, storage, computer, and inventory functions.

Develops and prepares the annual preliminary budget for the General Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Communicates with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns; provides technical information and resources to school districts related to areas of responsibility.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

OTHER DUTIES:

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities, and equipment.

State School Construction Programs and State Contract Compliance laws and regulations.
California Environmental Quality Act.
Health and safety regulations and procedures.
California Uniform Public Construction Cost Accounting Act Policies and Procedures
California Education Code and other applicable laws, codes, rules, regulations, policies, and procedures related to construction, maintenance, and related activities.
Architectural and engineering plans and specifications.
Applicable building codes, ordinances, requirements, regulations, and safety precautions.
Requirements of maintaining County Office buildings, facilities, grounds, and equipment in a safe, clean and orderly condition.
Health and safety regulations and procedures.
Methods, practices, and procedures of pupil transportation, purchasing, bid processes, contract administration
Management and leadership techniques.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, 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:

Plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities, and equipment.
Coordinate and direct communications, personnel, projects, planning functions, purchasing activities, contract administration, and resources to meet County Office needs and assure smooth and efficient Department activities.
Supervise and evaluate the performance of assigned staff.
Coordinate and direct communications, personnel, projects, property acquisition and management functions, facilities planning activities and resources to meet County needs and assure smooth and efficient Department activities.
Direct and participate prioritizing and coordinating response to work orders and scheduling, developing, and implementing Department projects and activities.
Read and interpret construction documents including blueprints, plans and specifications.
Participate in the design, development and implementation of construction and renovation projects.
Inspect projects completed by contractors and personnel for accuracy, completeness and compliance with established standards, requirements, and procedures.
Direct the planning, development, scheduling, design and implementation of construction, modernization, and remodeling projects.
Estimate and assure adequate personnel, materials, contractors, and equipment needed for planning, construction, maintenance, repair, and custodial functions.
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 timelines.
Work independently with little direction.
Plan and organize work.

Prepare comprehensive narrative and statistical reports and presentations.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree in business administration or related field and eight years increasingly responsible procurement processes, maintenance and operations, real property negotiations, construction and modernization experience including five years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011
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Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/14/22