

# MONTEREY COUNTY OFFICE OF EDUCATION

## ASSISTANT MANAGER II MAINTENANCE & OPERATIONS GENERAL SERVICES

**CLASSIFICATION:** Classified Management  
**SALARY LEVEL:** 68  
**WORK YEAR:** 227

### **DEFINITION:**

Under the direction of the Manager of Maintenance and Operations, the Assistant Manager of Maintenance and Operations is responsible for assisting in the coordination of maintenance and operations for all Monterey County Office of Education (MCOE) owned facilities; for the personnel assigned to support these programs and supplying, ordering and distribution for the warehouse.

### **SUPERVISOR:**

Manager of Maintenance and Operations

### **POSITIONS SUPERVISED:**

Classified staff assigned

### **QUALIFICATION REQUIREMENTS:**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

**MAJOR DUTIES AND RESPONSIBILITIES:** The following is a list of duties that is representative of the position that includes but is not limited to:

- Confers with the Manager of Maintenance and Operations on all aspects of day-to-day operations for all MCOE program facilities
- Assists in the supervision of employees involved in performing custodial/maintenance tasks
- Provides training to maintenance workers and oversees any required hands on maintenance and/or repairs of equipment and facilities
- Oversees and supports all troubleshooting and repairs of plumbing, electrical (low voltage phones, data and high voltage electrical), and structural building problems
- Evaluates repair and maintenance needs, and completes work orders for staff
- Directs and evaluates work of maintenance staff
- Receives accounts for, and stores all supplies and materials received in the warehouse

- Oversees filling and distributing of supply orders for school districts and MCOE operated programs in accordance with approved orders
- Interviews, recommends, trains and performs the pre-evaluations on all custodial and maintenance staff
- Provides written and verbal reports as required to Manager of Maintenance and Operations/Executive Director of General Services per request
- Coordinates and implements a routine maintenance schedule on all mechanical equipment
- Maintains mechanical/filter replacement maintenance as scheduled
- Evaluates maintenance and repair jobs and prepares a job estimate sheet for programs as required
- Verifies location and necessity for all MCOE facility use agreements and leases in accordance with and under the direction of the MCOE Executive Director of General Services
- Manages and maintains day-to-day operations of Maintenance Operations Department during the Manager of Maintenance Operations temporary absence
- Member of MCOE Safety Committee to provide safe environment
- Responds to after-hours security alarm systems and classroom maintenance problems at all MCOE owned and operated facilities
- Support and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

**OTHER DUTIES:**

Performs other job-related tasks as required

**PHYSICAL AND MENTAL CHARACTERISTICS:**

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 40 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason and define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**REQUIRED QUALIFICATIONS:**

**Education and Experience:**

- High School Diploma/ High School Equivalency Test (HiSET)
- Prior experience in a lead capacity

**Knowledge of:**

- Preventative maintenance techniques
- Project planning
- Tools, equipment and methods used in building maintenance and construction
- Safety requirements as prescribed by the state
- General warehouse operations
- 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

**Skills and Abilities:**

- Supervise 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 comprehensive narrative and statistical reports
- Direct the maintenance of a variety of reports, records and files related to assigned activities

**Desirable Qualifications:**

- Bilingual/Biliterate in Spanish
- Prior K-12 School facility experience in a lead capacity

**Licenses and Certifications:**

- Building trade certifications(s) as journeyman card
- California Driver's License with evidence of insurability
- Fork Lift Certified