

MONTEREY COUNTY OFFICE OF EDUCATION

MANAGER OF MAINTENANCE AND OPERATIONS GENERAL SERVICES

CLASSIFICATION: Classified Management
SALARY LEVEL: 73
WORK YEAR: 227

DEFINITION:

Under the direction of the Executive Director of General Services, The Manager of Maintenance and Operations is responsible for planning, organizing and directing the maintenance and operations of assigned sites; facilitating construction projects and repairs; coordinating and managing the activities of contracted personnel; preparing and scheduling preventative maintenance; assigning work orders; obtaining price comparisons for bidding as required; supervising and evaluating the performance of assigned personnel.

SUPERVISOR:

Executive Director of, General Services

POSITION(S) SUPERVISED:

Classified managers and 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 functions.

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

- Plan, organize and direct the maintenance and operations of assigned sites; facilitate construction projects and repairs; coordinate and manage the activities of contracted personnel; prepare and schedule preventative maintenance; assign work orders; obtain price comparisons for bidding as required
- Participate in the design, development and implementation of organization-wide facility, utility and equipment construction, alteration and installation projects; inspect project sites to assure compliance with project specifications; provide recommendations concerning new and existing projects; develop and implement operational improvement procedures

- Provide consultation concerning installation, construction, maintenance and repair operations, projects and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures
- Provide technical information and assistance to designated administrators regarding construction, installation, maintenance and repair activities, needs and issues; assist in the formulation and development of policies, procedures and programs
- Operate hand and power tools, heavy and power driven equipment, and a computer and assigned software; drive a vehicle to conduct work
- Monitor, oversee and coordinate activities of contracted work crews; keep administrators and other personnel current concerning projects, situations and completion of work; assure activities comply with established rules, regulations, policies and procedures; inspect completed work for accuracy and compliance with instructions and established standards
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Provide technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information
- Operate a computer and other office and construction equipment as assigned; drive a vehicle to conduct work as assigned
- Attend and conduct a variety of meetings as assigned
- Member of the Monterey County Office of Education (MCOE) Safety Committee to provide safe environment
- Respond to after-hours security alarm systems and classroom maintenance problems
- Maintain awareness of and ensure 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 duties 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, operate a variety of tools and equipment.; vision sufficient to read printed materials and perform inspections; 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 at the waist, stoop, kneel, crouch, reach overhead, above the shoulders, and horizontally, climb ladders and work from heights, work in cramped or restrictive work chambers, working around and with machinery having moving parts (e.g. power saws, nail guns, etc.) and exposure to fumes (e.g. paint, solvents, etc.); physical mobility sufficient to move about the work environment (office, district, school site-to-site, rough or uneven surfaces to conduct inspections), drive an

automobile, and respond to emergency situation; physical strength sufficient to lift 50 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, 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)
- Two (2) years increasingly responsible construction leadership experience including experience with one of the construction trades
- 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:

- General Contractor's license
- Prior K-12 School Facility

- Experience in a lead capacity

Licenses and Certifications:

- California Driver's License with evidence of insurability or
- Fork Lift Certified