

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR-FACILITIES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, plan, organize, control and direct the operations and services of the Maintenance, Operations and Facilities department; direct the State deferred maintenance plan and monitoring of expenditures for the program; participate in the development of policies and procedures to assure an economical, safe and efficient work environment; supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the operations and services of the Maintenance, Operations and Facilities department; direct, manage and coordinate multi-media services, shipping and receiving, conference room set-up, and the scheduling of service and usage of the County's fleet of vehicles; plan, coordinate, prioritize and schedule daily work activities.

Direct the State deferred maintenance plan and monitoring of expenditures for the program.

Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Direct facility construction and renovation projects; schedule projects; coordinate opening, closing and moving procedures; conduct facility forecasting and budgeting activities; make recommendations and provide estimated square footage costs on new construction and renovation projects; determine if renovation or new construction is needed for facilities; investigate potential sites for construction of facilities; conduct search for property for lease or sale; develop and implement specifications for building components and material.

Provide technical expertise, information and assistance to the Deputy Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services; develop long-range forecasting for County programs.

Develop procedures and policies regarding employee safety; conduct safety inspections; recommend to program managers necessary changes regarding safety; assure safety materials are current.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.

Communicate with other administrators, personnel and outside organizations to coordinate activities

June 2002

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and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Maintenance, Operations and Facilities Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; obtain State funding for construction and maintain current knowledge of laws required in the application process.

Manage and coordinate security systems within the County's programs; maintain and coordinate the distribution of security codes to authorized personnel; manage and coordinate key distribution within the County Office.

Manage hazardous material inventory and storage; manage and coordinate the State asbestos and lead program.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate various testing and other equipment used in maintenance/construction activities; drive a vehicle to various sites to conduct work.

Attend and conduct a variety of meetings as assigned; make presentations as directed.

OTHER DUTIES:

Maintain current knowledge of environmental issues and State and federal laws related to assigned activities.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of maintenance and operations activities and operations.

Building codes related to facilities, construction and renovation.

Strategic and tactical planning, financial forecasting and real estate procurement.

Health and safety policies and procedures.

Structural engineering and architectural concepts and planning.

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 and administer the operations and services of the Maintenance, Operations and Facilities department.

Direct the State deferred maintenance plan and monitoring of expenditures for the program.

Participate in the development of policies and procedures to assure an economical, safe and efficient

work environment

Supervise the performance of assigned personnel.

Plan and coordinate daily activities of the department.

Develop policies and procedures and long-range forecasts.

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 and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in facilities management or related field and five years increasingly responsible experience in the administration of a maintenance and operations department.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

State of California Asbestos Management Planner Certification.

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 and inspect projects.

Climbing ladders during facility inspections.

Standing and walking for extended periods of time during inspections.

Bending at the waist, kneeling or crouching.

HAZARDS:

Working around and with machinery having moving parts and working at heights during inspections.