



**SJCOE**  
EDUCATE · INNOVATE · INSPIRE

## Job Description

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**POSITION TITLE:** Director II, Operations #6188  
Operations and Support Services  
Business Services

**SALARY PLACEMENT:** Senior Management Salary Schedule  
Range 02

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in public administration, business administration, construction management or related field; or equivalent experience in construction or facilities management. Five years of increasingly responsible experience with maintenance and operations.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Maintenance operations, facilities planning, construction and modernization experience at a school district or a county office of education. Five years of experience working in a supervisory or management level capacity in an educational setting.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Detailed and hands on experience in all aspects of school maintenance operation, facilities planning, deferred maintenance, project management, regulations, project procurement methods, and contract administration. Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Ability to operate a computer and knowledge of assigned software. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to oversee and manage budgets. Knowledge of proper methods, techniques, materials, tools and equipment used in general cleaning, maintenance and repair activities. Knowledge of management of operations and activities involved in inspection, cleaning, maintenance and repair of SJCOE Office buildings, facilities and related equipment. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to manage installation, maintenance and repair projects in electrical work, plumbing, carpentry, HVAC and painting. Ability to inspect projects for accuracy, completeness and compliance with established requirements. Ability to estimate materials, labor, equipment and time requirements. Knowledge of applicable building codes, ordinances, requirements, regulations and safety precautions. Knowledge of requirements of maintaining buildings, facilities and equipment in a safe, clean and orderly condition. Techniques of gathering and analyzing information and preparing reports. Knowledge of legal aspects of public works project bidding and administration. Ability to interpret and apply laws, policies, rules and regulations; plan, coordinate and direct the work of others effectively.

**DISTINGUISHING CHARACTERISTICS:**

The Director II represents Range II of the Senior Management Salary Schedule and provides leadership and vision for the organization. This position requires educational management experience.

**SUMMARY OF POSITION:**

Under direction of the Division Director of Operations and Support Services, plan, organize and direct operations and activities involved in inspection, cleaning, maintenance and repair of SJCOE buildings, facilities and related equipment; coordinate projects, communications and personnel to meet SJCOE needs and assure smooth and efficient activities; supervise and evaluate performance of assigned personnel.

## **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Provide administrative support to the Division Director of Operations and Support Services; assure related functions comply with established laws, codes, rules, regulations, policies and procedures.
14. Plan, organize and direct operations and activities involved in inspection, cleaning, maintenance and repair of SJCOE buildings, facilities and related equipment; assure a safe, secure and clean environment for students and staff.
15. Coordinate projects, communications and personnel to meet SJCOE needs and assure smooth and efficient activities; confer with staff concerning cleaning, maintenance and repair needs; assist in establishing and maintaining timelines and priorities; oversee the scheduling, development and implementation of cleaning, maintenance and repair projects.
16. 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 and evaluate work orders and determine project materials, labor, equipment, cost and time requirements.
17. Coordinate and direct classroom and office relocations and related moving, transport, assembly and arrangement functions.
18. Coordinate activities to assure SJCOE 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.
19. Manage installation, maintenance and repair projects in electrical work, plumbing, carpentry, HVAC and painting; oversee the troubleshooting, diagnosis and repair of utility, equipment and system malfunctions; assure proper repair or replacement of equipment, parts and components as needed.
20. Provide technical information and assistance to the Division Director of Operations and Support Services regarding activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
21. Coordinate and participate in inspection programs and activities to assure proper identification and resolution of fire, safety, security and sanitary hazards; assure buildings and systems comply with established codes and permits specifications; conduct regular and periodic safety inspections.
22. Participate in the development and maintenance of lease and use agreements, and consultant and maintenance contracts; monitor services to assure compliance with agreements and contracts; oversee, inspect and assist in coordinating the work of outside contractors as directed.
23. Coordinate SJCOE alarm systems and building security information.
24. Assist with leading 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.
25. Monitor and assure adequate levels of equipment and supplies; research and coordinate the purchase of equipment and supplies as appropriate; review and approve purchase requisitions and invoices.
26. Develop, implement and supervise preventative maintenance functions and programs for SJCOE facilities, utilities and equipment.
27. Plan, organize and direct landscaping activities in the development and modification of SJCOE grounds and landscaped areas.
28. Respond to emergency maintenance and repair situations; provide coverage for subordinate staff as needed.
29. Perform other related duties as required.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer workstation, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 50 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment and come in direct contact with SJCOE and school district staff, students, parents, outside agency staff and the public.

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