



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: Project Leader II, Operations #6008
Operations and Support Services
Business Services

SALARY PLACEMENT: Management Salary Schedule
Range 6

MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:

Bachelor's Degree and/or equivalent education, training, or experience that demonstrates an expertise in working with educational organizations and/or business and industry in the construction, management, and operations of facilities.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Two years of experience working in a supervisory or management level capacity in an educational setting. Two years of business/computer courses obtained through a college or vocational school. Certification in the maintenance and repair of Heating, Ventilation and Cooling (HVAC) Systems.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Leadership skills in assessing, evaluating, developing, and implementing facility plans. Ability to supervise, evaluate, and train staff. Ability to operate a computer and knowledge of assigned software, including Energy Management Systems (EMS). Ability to read, understand, interpret, and use construction documents, including, but not limited to contracts, drawings, specifications, technical manuals, and building codes. Ability to be flexible based on program needs, including the ability to respond to after-hours emergency situations or work assignments. Ability to create and follow policies and procedures. Knowledge of building systems operations and maintenance, including but not limited to, electrical, plumbing, HVAC, flooring, and security and fire control systems, and ability to effect, and/or direct the repair of same. Knowledge of warehouse and distribution procedures. Knowledge of applicable codes, rules and regulations related to asbestos, lead paint, hazardous materials, AHERA compliance, IIPP (Injury Illness & Prevention Program and OSHA. Possess a valid California driver's license; have an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:

Certification in the use of a fork lift. Knowledge of EMS and ability to learn and use various EMS software packages. Knowledge of energy control mechanisms and programs and their application. Ability to learn the operation and maintenance of new and different building, HVAC, mechanical, electrical, and security systems. Knowledge of the Healthy Schools Act and other laws, rules and regulations related to the purchase, storage, and use of cleaning materials, pesticides (including herbicides), paints, finishes, and other materials that may be used in, on, or around SJCOE buildings and grounds.

DISTINGUISHING CHARACTERISTICS:

The Project Leader series represents advanced management positions and has three levels.

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, 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 time lines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Respond to after-hours emergency situations and/or work assignments.
13. All other duties as assigned.

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 terminal/typewriter, 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.
7. Climb ladders and/or systems to access roof areas, attic spaces, and high walls.
8. Work safely and effectively on roof areas.
9. Work effectively with tools in confined spaces and in inclement weather.

WORK ENVIRONMENT:

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

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