

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DIRECTOR II, GENERAL SERVICES**

#### **BASIC FUNCTION:**

Under the direction of the Deputy Superintendent, plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities and equipment; coordinate and direct communications, personnel, projects, planning functions, purchasing activities and resources to meet County Office needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned staff.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities and equipment; establish and maintain departmental and project time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

Coordinate and direct communications, personnel, projects, planning functions, purchasing activities and resources to meet County Office needs and assure smooth and efficient Department activities; direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing Department projects and activities.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop employee schedules, coordinate subordinate work assignments and review work to assure compliance with established requirements and procedures; coordinate and oversee the work of outside contractors.

Direct the planning, development, scheduling, design and implementation of construction, modernization and remodeling projects; direct the installation of mobile classrooms; prepare and develop plans and specifications; coordinate construction and renovation projects with personnel, outside contractors, architects, school districts, project managers, governmental agencies and others.

Coordinate and direct cleaning and installation, maintenance and repair projects in areas such as electrical work, plumbing, carpentry, HVAC and painting; monitor progress of projects; inspect projects completed by County Office personnel and outside contractors for accuracy, completeness and compliance with established plans, standards, requirements and specifications.

Plan, organize, control and direct operations and activities involved in the purchasing of supplies, equipment and services for the County Office and designated school districts; direct and monitor the bidding process for supplies, equipment and construction and maintenance projects; prepare related bidding documents; approve purchase orders and contracts as appropriate.

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Estimate and assure adequate personnel, materials, contractors and equipment needed for planning, construction, maintenance, repair and warehouse functions; compile and prepare cost estimates; monitor and assure adequate inventory levels of equipment and supplies; maintain fixed asset inventory; direct warehouse and mail shipping, receiving and delivery functions.

Plan, organize, control and direct activities to assure facilities are cleaned and maintained in a safe and orderly condition; coordinate, direct and participate in the inspection of County Office buildings, grounds and facilities to identify maintenance and repair needs; direct preventative maintenance functions; coordinate and direct response to emergency custodial and maintenance needs.

Direct and participate in inspection programs and activities to assure proper identification and resolution of fire, safety, security and sanitary hazards; coordinate and direct inspections and Department activities assure buildings and systems comply with established codes and permit specifications; oversee and participate in conducting regular and periodic safety inspections.

Develop and prepare the annual preliminary Department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Oversee and participate in the development, negotiation and maintenance of real estate leases, consultant contracts and construction and maintenance agreements; monitor services to assure compliance with agreements and contracts.

Direct landscaping activities in the development and modification of County Office grounds and landscaped areas; oversee grounds maintenance activities performed by outside contractors.

Coordinate local and State Fire Marshall inspections according to established requirements; direct the development and implementation of corrective actions in response to fire code violations as needed; direct and oversee earthquake drills.

Plan, organize, control and direct the operation, inspection and maintenance of County Office alarm and telephone systems; direct and control central administration building security functions including access control, alarms, incident response and computerized reports.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to projects, purchasing, inventory, plans and assigned activities; oversee the maintenance and storage of architectural drawing, project manuals, detail designs and other documents; oversee the Records Retention program and related filing, storage, computer and inventory functions.

Provide technical information and assistance to the Deputy Superintendent regarding Department activities, projects, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns; provide technical information and resources to school districts related to construction and other facilities projects.

Operate a variety of office equipment including copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings, councils and committees as assigned; serve as the Safety Projects Team leader; coordinate staff development activities for Department personnel.

Participate in a variety of other assigned activities such as coordinating asbestos inspections and abatement, directing site and facility acquisition functions, managing classroom and office relocations, scheduling the use of vehicles and signage, lock and key management.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities and equipment.

Proper methods, techniques, materials, tools and equipment used in cleaning, construction, maintenance and repair activities.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

Requirements of maintaining County Office buildings, facilities, grounds and equipment in a safe, clean and orderly condition.

Health and safety regulations and procedures.

Methods, practices and procedures of purchasing, contract administration and warehouse activities.

Applicable laws, codes, rules, regulations, policies and procedures.

Operation of a computer and assigned software.

Policies and objectives of assigned programs and activities.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of County Office buildings, facilities and equipment.

Coordinate and direct communications, personnel, projects, planning functions, purchasing activities and resources to meet County Office needs and assure smooth and efficient Department activities.

Supervise and evaluate the performance of assigned staff.

Direct and participate prioritizing and coordinating response to work orders and scheduling, developing and implementing Department projects and activities.

Inspect projects completed by contractors and personnel for accuracy, completeness and compliance with established standards, requirements and procedures.

Direct the planning, development, scheduling, design and implementation of construction,

modernization and remodeling projects.

Estimate and assure adequate personnel, materials, contractors and equipment needed for planning, construction, maintenance, repair and warehouse functions.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, 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.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in construction management, business administration or related field and five years increasingly responsible experience in the construction, maintenance and repair of buildings and facilities including two years in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.