

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER, MAINTENANCE AND OPERATIONS

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize and direct operations and activities involved in inspection, cleaning, maintenance and repair of County Office buildings, facilities and related equipment; assure a safe, secure and clean environment for students and staff; provide administrative support to the Director; assure related functions comply with established laws, codes, rules, regulations, policies and procedures.

Coordinate projects, communications and personnel to meet County Office needs and assure smooth and efficient activities; confer with staff concerning cleaning, maintenance and repair needs; assist in establishing and maintaining Department time lines and priorities; oversee the scheduling, development and implementation of cleaning, maintenance and repair projects.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign staff duties and review work for accuracy and completeness; coordinate substitute coverage and activities as needed; conduct staff development and training activities.

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 material, labor, equipment, cost and time requirements.

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.

Coordinate activities to assure County Office 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.

Organize and direct operations and activities involved in the pick up, processing, receipt, sorting and distribution of mail, packages and various County Office materials; coordinate and direct classroom and office relocations and related moving, transport, assembly and arrangement functions.

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Provide technical information and assistance to the Director, General Services regarding Department activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

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 permit specifications; conduct regular and periodic safety inspections.

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.

Supervise the operation, inspection and maintenance of County Office alarm and telephone systems; manage central administration building security functions.

Assist in the development and preparation of the annual preliminary budget for maintenance and operations functions; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Assist with leading the 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.

Oversee and participate in the preparation and maintenance of various records, reports and files related to work orders, projects, cost estimates, inspections and assigned activities; coordinate and oversee record retention activities.

Operate a variety of office equipment including copiers, mail processing machines, computers and assigned software; utilize a variety of maintenance equipment; drive a vehicle to conduct work; coordinate and schedule the use of Department vehicles.

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.

Develop, implement and supervise preventive maintenance functions and programs for County Office facilities, utilities and equipment

Organize and direct lobby reception services, conference room scheduling, copy center activities and the dissemination of Department-related information.

Plan, organize and direct landscaping activities in the development and modification of County Office grounds and landscaped areas.

Serve as the Director, General Services in the absence of the administrator as directed; provide coverage for subordinate staff as needed; coordinate response to emergency maintenance and repair situations.

Attend and conduct various meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of operations and activities involved in inspection, cleaning, maintenance and repair of County Office buildings, facilities and related equipment.

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

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

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

Record-keeping and report preparation techniques.

Policies and objectives of assigned programs and activities.

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

Health and safety regulations and procedures.

Basic budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

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

Coordinate projects, communications and personnel to meet County Office needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel.

Receive, prioritize and coordinate response to work orders.

Inspect projects for accuracy, completeness and compliance with established requirements.

Estimate material, labor, equipment and time requirements.

Manage installation, maintenance and repair projects in electrical work, plumbing, carpentry, HVAC and painting.

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 software.

Determine appropriate action within clearly defined guidelines.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Oversee and participate in the preparation and maintenance of various records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in construction or facilities management or related field and four years increasingly responsible experience with maintenance and operations functions.

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.