



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Assistant Manager, Facilities, Maintenance, and Operations**

**Class Code: 1572  
Work Days: 225**

**GENERAL PURPOSE**

Organize, plan, schedule, and supervise the maintenance and operations activities for the Orange County Department of Education; conduct, organize, plan, and schedule inspections; oversee day-to-day operations of OCDE's conference center; coordinate assigned activities with other divisions, outside agencies, and the general public; and provide responsible assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over supervisory, technical, clerical, and maintenance staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
  2. Assist in the organization, scheduling, and planning of facilities, maintenance, and operations services and activities involved in the inspection, cleaning, maintenance, and repair of OCDE buildings, facilities, grounds, and related equipment.
  3. Conduct, organize, plan, and schedule inspections for OCDE schools, Williams Inspections for school districts, and OCDE Board of Education Charter Schools Facilities Inspection Tool (FIT) Inspections.
  4. Participate in the planning, development, scheduling, and implementation of modernization projects; coordinate projects with outside contractors.
  5. Oversee day-to-day operations of OCDE's conference center and associated activities.
  6. Select, train, supervise, and evaluate assigned staff; work with employees to improve performance.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
8. Plan, prioritize, assign, and review the work of staff responsible for providing services within the Facilities, Maintenance, and Operations Unit; prepare work schedules for appropriate staff.
9. Participate in the inspection of facilities, utilities, and equipment to determine maintenance and repair needs.
10. Participate in the preparation of and administration of the state aid building program.
11. Oversee, organize, and administer the maintenance, alteration, and repair of Department of Education operated sites.
12. Assist with the preparation of specifications for contracts and monitor their progress for compliance.
13. Monitor and inspect all OCDE facilities to ensure OCDE standards of appearance, cleanliness, and safety are enforced; ensure OCDE's safety program and goals are implemented and carried out; enforce compliance with all applicable environmental health laws, regulations, and guidelines.
14. Manage and monitor security and safety programs and activities; review incident reports and assist with investigations, and resolution of identified security and safety situations.
15. Manage and maintain building systems computer software and hardware including security camera systems, energy management systems, building access systems, alarm systems, and digital monitors.
16. Assist in the management/establishment of deferred maintenance and preventative priorities, projects, and timelines.
17. Assist in the management of District-wide energy conservation projects; participate in the development and implementation of new methods of controlling utility costs.
18. Participate in the preparation and administration of the program budget; submit budget recommendations; monitor expenditures.
19. Maintain records pertaining to work orders, projects, cost estimates, and assigned activities; prepare reports and statistical information as needed.
20. Research, compile, and analyze technical information related to maintenance projects; and estimate costs for labor and materials.
21. Stay abreast of new trends and innovations in the areas of facility maintenance, construction, and planning.
22. Demonstrate attendance sufficient to complete the duties of the position as required.
23. Perform related duties similar to the above in scope and impact as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. Basic operations, services, and activities of a facility maintenance and modernization program.

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**Knowledge of (cont.):**

2. Basic procedures, methods, and techniques of budget preparation and control.
3. Procedures, methods, and techniques of facility maintenance.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
6. Recent developments, current literature, and sources of information related to facilities, maintenance, and operations.
7. Safety code regulations.
8. Pertinent federal, state, and local laws, codes, and regulations.

**Ability and Skill to:**

1. Organize, plan, and supervise plans and procedures related to facilities, maintenance, and operations services, activities, and processes.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate supervisory, technical, clerical and maintenance staff; effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Establish and maintain effective working relationships with various constituencies.
5. Interpret and explain laws, codes, contracts, policies, and procedures.
6. Develop and present training materials.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in facility maintenance and operations, public administration, or related field, and three years of responsible facility maintenance and operations experience including at least one year of supervisory or management experience.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to stand, walk, and sit; talk or hear, both in person or by telephone; use hands to finger, handle, or feel objects or controls and drive a vehicle; reach with hands and arms to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, twist, crawl, climb, and balance to access materials or equipment, and lift and or move up to 50 pounds and lift up to 100 pounds with assistance from ground, waist, and chest level.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is fast paced with high pressure.

2/2022