



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

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

**Class Code: 1483  
Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, coordinate, and plan facilities, maintenance, and operations services and activities for the Orange County Department of Education; coordinate assigned activities with other divisions, outside agencies, and the general public; and provide responsible and complex 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. Develop and implement 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. Manage, supervise, and plan facilities, maintenance, and operations services and activities involved in the inspection, cleaning, maintenance, and repair of OCDE buildings, facilities, grounds, and related equipment; establish and maintain related timelines and priorities.
  3. Manage staff involved in maintaining and repairing OCDE building facilities and equipment; mail processing and deliveries, and print shop services; warehouse deliveries and storage.
  4. Coordinate and direct facilities projects and serve as liaison with architects, consultants, inspectors, contractors, state agencies, outside regulatory agencies, permitting agencies, and others concerning facility projects.
  5. Participate in the planning, development, scheduling, and implementation of modernization projects; coordinate projects with outside contractors.
  6. Oversee various building systems computer software and hardware including security camera systems, energy management systems, building access systems, and alarm systems.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Select, train, schedule, supervise, lead, and evaluate assigned staff; provide resources and guidance to support staff success; work with employees to improve performance.
8. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
9. Plan, prioritize, assign, and review the work of staff responsible for providing facilities, maintenance, and operations services; prepare work schedules for appropriate staff.
10. Coordinate, schedule, and participate in the inspection of facilities, utilities, and equipment to determine maintenance and repair needs.
11. Participate in the preparation of and administration of the state aid building program.
12. Oversee and supervise the construction program for the Department of Education; represent the Department in the bidding process; prepare requests for proposals; solicit bids from contractors as required.
13. Participate in the purchase, sale, use, and exchange of Department of Education property; prepare various documents including environmental impact documents.
14. Develop and maintain a master plan for facilities to house Department of Education operated programs.
15. Oversee, organize, and administer the maintenance, alteration, and repair of Department of Education operated sites.
16. Develop and maintain a facilities preventive maintenance program; develop training programs for staff.
17. Provide direction for the Department's space utilization program.
18. Receive, prioritize, and participate in scheduling and coordinating response to work orders; monitor and report on progress of installation, maintenance, and construction, and repair projects; inspect completed projects.
19. Oversee and participate in a variety of landscaping activities in the development and modification of OCDE grounds and landscaped areas; oversee pest management activities.
20. Maintain records pertaining to work orders, projects, cost estimates, and assigned activities; prepare reports and statistical information as needed.
21. Attend and participate in professional trainings; stay abreast of new trends and innovations in the areas of facility maintenance, construction, and planning.
22. Must 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. Operations, services, and activities of a facility maintenance and modernization program.

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**Knowledge of (cont.):**

2. Principles 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. Current trends in school building design and construction.
7. Safety code regulations.
8. Pertinent federal, state, and local laws, codes, and regulations.

**Ability and Skill to:**

1. Plan, develop, organize, and administer 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 four years of responsible facility maintenance and operations experience including at least one year of 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, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

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.

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