



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

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 (OCDE); coordinate assigned activities with other divisions, outside agencies, and the general public; and provide 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. Oversee the services and activities relating to the inspection, upkeep, and repair of OCDE buildings, grounds, and associated equipment, including operations, maintenance, and facilities.
 3. Oversee employees who work in print shop services, warehouse delivery, and storage, mail processing and deliveries, and equipment and facility maintenance for OCDE buildings.
 4. Coordinate and direct facility 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 and 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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7. Coordinate, schedule, and participate in the inspection of facilities, utilities, and equipment to determine maintenance and repair needs.
 8. Participate in the preparation of and administration of the state aid building program.
 9. Oversee and supervise the construction program for OCDE; represent OCDE in the bidding process; prepare requests for proposals; solicit bids from contractors as required.
 10. Participate in the purchase, sale, use, and exchange of OCDE property.
 11. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
 12. Develop and maintain a master plan for facilities to house OCDE-operated programs.
 13. Oversee, organize, and administer the maintenance, alteration, and repair of OCDE operated sites.
 14. Develop and maintain a facility's preventive maintenance program; develop training programs for staff.
 15. Provide direction for the OCDE's space utilization program.
 16. Receive, prioritize, and participate in scheduling and coordinating a response to work orders; monitor and report on progress of installation, maintenance, construction, and repair projects; inspect completed projects.
 17. Oversee and participate in a variety of landscaping activities in the development and modification of OCDE grounds and landscaped areas; oversee pest management activities.
 18. Maintains records of assigned tasks, projects, work orders, master plans, and cost estimates; creates reports and statistical data as required.
 19. Attend and participate in professional trainings; stay abreast of new trends and innovations in facility maintenance, construction, and planning.
 20. Demonstrate attendance sufficient to complete the duties of the position as required.
 21. 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.
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:

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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 in facility maintenance and operations, public administration, or a related field, and four years (4) of facility maintenance and operations experience, including at least one (1) 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.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification frequently walk, stand, lift, carry, push, and pull heavy objects. They read written and electronic materials, communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email), and access and operate all required equipment for job duties. The position includes the need to traverse uneven surfaces and to lift and or move up to 50 pounds and lift up to 100 pounds with assistance. This position may perform deskwork for extended periods.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; make observations and interpret people and situations; use mathematical reasoning; learn and apply new information or skills; perform detailed 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 essential functions.

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