



Orange County Department of Education
Human Resources Department
Supervisory Class Specification

Class Code: 6058
Date Adopted: July 1, 2008

FLSA Status: Nonexempt
Union Representation: Unrepresented

MAINTENANCE AND OPERATIONS SUPERVISOR

GENERAL PURPOSE

Under direction, organizes, plans, schedules, supervises, and inspects facilities, maintenance, support, and operations services; oversees day-to-day operations of OCDE's conference center and associated activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Maintenance and Operations Supervisor is responsible for supervising and overseeing a variety of facilities maintenance and repair activities performed by OCDE personnel and outside contractors at OCDE facilities. The incumbent oversees operations of OCDE's courier services and conference center, including operations of the automated room reservation system. The incumbent plans and organizes facilities and operational support services to ensure effective and efficient support for OCDE staff in meeting business and instructional objectives. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures, and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Interviews, selects, organizes, supervises, and evaluates the performance and work of assigned staff; with staff, develops, establishes, implements, and monitors work plans to achieve assigned goals and objectives; provides coaching for performance growth and improvement; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with OCDE's human resources policies and labor contract provisions.
2. Participates in developing, implementing, and evaluating work programs, plans, processes, systems, and procedures to achieve department/program and OCDE goals, objectives, and performance measures consistent with OCDE's quality and service expectations.
3. Assists in the establishment of deferred maintenance and preventative priorities, projects, and timelines; protect OCDE properties against vermin and vandalism; prepares bid specifications and cost estimates.
4. Assists in the planning, development, scheduling, and implementation of modernization projects; coordinates projects with outside contractors.
5. Acts as back up for various building systems computer software and hardware including security camera systems, energy management systems, building access systems, alarm systems, and digital monitors.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

6. Participates in the inspection of facilities, utilities, and equipment to determine maintenance and repair needs.
7. Oversees and monitors the work of staff engaged in providing varied facilities and equipment maintenance and repair services; integrates work performed by staff with larger or more specialized maintenance and repair jobs performed by contractors in accordance with OCDE standards for appearance, quality, and cost-effectiveness; oversees implementation of work standards and procedures; supervises and monitors the development and implementation of preventative maintenance programs applicable to areas of responsibility.
8. Reviews and prioritizes maintenance and operational support work orders; meets with staff to review work requirements and assign work orders; tracks the completion of work orders; coordinates activities and projects with administrators and other maintenance personnel.
9. Oversees OCDE's conference center; supervises operations of the automated room reservation system; meets with staff and customers to resolve room conflicts and other problems and issues; manages and oversees setup/breakdown of rooms to meet customer requirements for size and type of event, including room and seating arrangements and audio-visual equipment needs.
10. Supervises and oversees custodial services performed by outside contractors; manages and monitors security activities performed by contract staff; reviews incident reports and coordinates the investigation and resolution of identified security and safety situations with Risk Management.
11. Oversees OCDE's courier delivery system, which includes delivery of mail packages and print production orders to OCDE and district locations.
12. Monitors and inspects all OCDE facilities to ensure OCDE standards of appearance, cleanliness, and safety are enforced; ensures OCDE's safety program and goals are implemented and carried out in the section; enforces compliance with all applicable environmental health laws, regulations and guidelines.
13. Provides technical assistance to staff; instructs and provides for the training of staff in work methods, use of tools and equipment, and relevant safety precautions; inspects and evaluates work being performed, identifies problem areas and directs remedial action.

OTHER DUTIES

1. Communicates with vendors to research, test, and evaluate products, equipment, and techniques; selects and purchases supplies, equipment, and other operations materials; maintains and controls an adequate inventory of materials and equipment.
2. Prepares and maintains a variety of records and reports, including accident reports, maintenance and repair requests, inventories, cost estimates, and hazardous materials reports.

QUALIFICATIONS

Knowledge of:

1. Methods and practices used in the maintenance, repair and operations of business and commercial buildings and properties, including large scale meeting room spaces.
2. Methods, practices, procedures, and terminology applicable to functional areas of responsibility, including maintenance operations and custodial and security services.
3. Principles and practices of sound business communication.
4. Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
5. Research methods and data analysis techniques.

Knowledge of (cont.):

6. Principles and practices of public administration for budgeting, purchasing, and maintenance of public records.
7. Principles and practices of effective supervision.
8. OCDE human resources policies, procedures, and labor contract provisions.

Ability to:

1. Prioritize, organize, and supervise facilities, maintenance, and repair and operational support program.
2. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations.
3. Interpret, explain, and apply OCDE policies, state, federal laws, and regulations applicable to assigned areas of responsibility.
4. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
5. Communicate clearly and effectively, both orally and in writing.
6. Prepare clear, concise, and comprehensive correspondence, reports and other written materials.
7. Deal with sensitive and difficult situations.
8. Establish and maintain effective working relationships OCDE management, staff, contractors, vendors, suppliers, and others encountered in the course of work.
9. Demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from a four-year college with a major in operations management, business administration, or a closely related field; and three years of experience in facilities, maintenance, repair, and operations, including experience in functional areas similar to those assigned in OCDE; or an equivalent combination of training and experience. Additional experience may be substituted for the required education up to a maximum of two years.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

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.

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.

Physical Demands (cont.)

Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

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 data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information and skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines; and interact with OCDE management, site administrators, staff and others 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.

The employee occasionally works in outside weather conditions, near moving mechanical parts, and is exposed to wet and/or humid conditions. The employee may occasionally be exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is occasionally loud.