

Solano County  
Office of Education

JOB TITLE: Director, Facilities, Maintenance, Operations and Transportation

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To plan, organize, direct, coordinate, supervise, manage and administer all phases of the maintenance, custodial, grounds keeping, transportation, and construction programs and activities of the County Office of Education. This job classification exercises responsibility for directing, supervising, and administering the day-to-day activities and operations of major and operational departments within the County Office of Education. This job classification functions at a department management level and requires general administrative knowledge associated with maintenance, grounds, custodial, transportation, and construction operations.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid and appropriate California driver's license.
- Knowledge of Penal Code and laws relating to children, as pertains to student safety.
- Experience working in school maintenance and construction preferred.
- Minimum of three (3) years of experience as facilities planner, project manager, licensed construction contractor or similar experience.
- Knowledge of budget preparation, monitoring and administration of departmental budget.
- Knowledge of general purchasing procedures, including preparing and obtaining bids and quotes.
- Knowledge of health and safety regulations pertaining to school facilities and operations, including material safety data sheets (MSDS) requirements.
- Knowledge of custodial tools and techniques, including the application and use of cleaning agents.
- Ability to supervise, coordinate, and evaluate the work of others.
- Ability to prepare and maintain comprehensive records and reports.
- Ability to effectively communicate in both oral and written forms.

- Ability to prepare accurate estimates of time, manpower, and equipment needed to complete specified activities.
- Ability to prepare specifications.
- Ability to interpret and carry out County Office of Education policies and procedures.
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

## ESSENTIAL DUTIES

- Supervises new construction, contracted repairs, and remodeling projects to maintain, alter, and improve various sites.
- Plans, organizes, coordinates, and supervises maintenance and construction activities and operations of the County Office of Education.
- Prepares and implements departmental policies and procedures to meet operational goals and objectives.
- Evaluates existing procedures and work methods for efficiency, and modifies or revises procedures to increase department effectiveness.
- Evaluates supplies, equipment, and operational logistics to determine existing and future needs and requirements of personnel and equipment.
- Directs, supervises, and evaluates the work of assigned staff.
- Reviews work order requests and authorizes departmental personnel to perform maintenance and/or repair work requested.
- Develops plans and specifications for the work to be done.
- Confers with County Office of Education administrators regarding maintenance, custodial, transportation, and construction needs.
- Attends and provides expertise at meetings with architects and administrators involving planning issues for ongoing and new projects.
- Meets with regulatory agencies on a state and local level as necessary.

- Prepares specifications for departmental equipment purchases.
- Prepares and schedules preventative maintenance operations for the department.
- Recommends deferred maintenance projects.
- Prepares various reports, attends meetings and workshops, and makes oral presentations as necessary.

#### MARGINAL DUTIES

- Assists in the development and administration of departmental budget; authorizes expenditures and monitors budget accounts on an ongoing basis.
- Prepares cost estimates and allocates resources to departmental projects.
- Inspects buildings, grounds, and facilities to determine cleanliness and maintenance and repair needs.
- Oversees transportation contract, services and routes.
- Prepares requisitions for departmental supplies, materials, and equipment.
- Inspects work completed by departmental employees and/or contractors for compliance with established standards and requirements.
- Maintains a variety of budgetary and departmental records and files.
- Performs other duties similar to the above in scope and function as required.

#### SUPERVISION RECEIVED

Employees in this classification receive minimal supervision within a broad framework of general guidelines.

#### SUPERVISION EXERCISED

Employees in this classification direct, coordinate, supervise, and formally evaluate the work of departmental personnel.

## PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (25%)

Walking (35%)

Sitting (40%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs. (0-40)

Lifting (2)

Bending (2)

Pushing and/or  
Pulling Loads (2)

Reaching  
Overhead (2)

Kneeling or  
Squatting (2)

Climbing Stairs (2)

Climbing Ladders (2)