


Santa Rosa City Schools

	<p align="center">DRAFT POSITION DESCRIPTION</p>
<p>Title: Executive Director/Chief Operations Officer: Maintenance & Operations/Transportation/Facilities</p>	
<p>Department: Business Services</p>	<p>FLSA Classification: Exempt; considered Essential Staff/Disaster Service Worker during any emergency or crisis</p>
<p>Bargaining Unit: None</p>	<p>Work Year: 12 Month (Classified Management)</p>
<p>Reports to: Associate Superintendent, Business Services</p>	<p>Board Approval Date: Pending</p>

Salary Grade: Scheduled Management Salary Schedule (Range 16)

Position Description:

Under direct supervision of the Associate Superintendent of Business Services, the Executive Director/COO is responsible for the Maintenance, Operations, Transportation, Facilities, and Capital Projects (including bond funded) departments to ensure the best educational environment possible. This includes supervision of construction projects, development and planning, energy management and related projects, maintenance operations, custodial operations, grounds operations, mechanical systems maintenance, and related work as required.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include but are not limited to the following:

- Oversee the planning and development of district-wide and site-by-site plans for facility needs.
- Oversee maintenance of the physical school facilities, grounds, and energy management efforts, initiatives, and projects.
- Supervise and review the District’s facilities master plan for future growth, including gathering, interpreting, and extrapolating appropriate data.
- Coordinate the development and maintenance of district equipment, and construction specifications gathered from all departments before architectural design.
- Plan the operation of all maintenance and operations activities by conferring with the managers for the Maintenance and Operations department, including projecting budget, equipment, material, and personnel requirements.
- Coordinate the selection of project architects, engineers, and other related areas.
- Assist in coordinating the initial review of construction drawings with appropriate district staff and departments.

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- Assist in coordinating facility improvement projects to establish a timetable for bid advertising, job walk, and bid opening process.
- Review bids and awarding of contracts for all facility improvement and maintenance projects.
- Review cost estimates for building alterations and repair work.
- Attend construction meetings to ensure proper equipment and specifications and scheduled completion dates.
- Regularly assess schedules for completeness, quality, and efficiency for all operations and construction, and conduct audits of work in progress.
- Supervise and assist in developing punch lists and final job walks for each construction project.
- Assist in preparing specifications for painting, roofing, paving, fencing, other maintenance and repair projects, building alterations, or upgrades of major systems at existing sites.
- Assist in interpreting contractor specifications.
- Oversee the coordination of inspections for all contract and construction projects on deferred maintenance, building alteration, and update or upgrade to major systems in existing buildings.
- Plan, organize, and supervise mid and long-range facility and preventative maintenance equipment programs, including implementing and maintaining a systematized data management, storage, and retrieval system.
- Make recommendations concerning the construction, reconstruction, or alteration of school buildings and the selection and purchase of surplus equipment and materials.
- Consult with District staff, city, county, state officials, and other agencies regarding construction planning, progress, and funding.
- Participate in appropriate planning committees related to school facilities.
- Supervise and review the preparation and compilation of the budgets for facilities, maintenance, and operations.
- Review and supervise expenditures and purchases.
- Evaluate and improve departmental performance.
- Supervise, assist, and train directors and supervisors in supervising personnel, staff training, and employee issues.
- Evaluate and counsel assigned employees and recommend personnel actions.
- Formulate, interpret and administer departmental internal policy.
- Develop rules and regulations that govern routine department administrative matters as necessary.
- Remain current on the latest methods of construction, energy management, maintenance and operations, and general efficiency, and make recommendations for adoptions and changes to the policies of the Board of Education.
- Oversee the implementation of the collective bargaining agreements for classified employees as they relate to personnel supervised.
- Perform related duties consistent with the scope and intent of the position.

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JOB REQUIREMENTS

Knowledge of:

Uniform Building Code, Uniform Plumbing Code, National Electric Code, Uniform Fire Code, Uniform Mechanical Code, OSHA General Industry Safety Orders, Architectural Barrier Laws, Title 24, and other related codes and laws. Laws and regulations governing construction and labor relations, including Occupational Safety and Health Administration (OSHA) regulations. Recordkeeping, cost analysis and work order procedures. Methods, tools, and equipment used in the maintenance, grounds, and custodial area. Office of Public School Construction funding procedures and requirements. Principles, methods, techniques, and strategies for comprehensive facilities planning, construction, and modernization programs. Principles and practices of administration, supervision, and training. Research, study techniques, report preparation, statistical analysis, and computer spreadsheet applications. Oral and written communication skills. Modern office practices, procedures, and equipment. Correct English usage, grammar, spelling, punctuation, and vocabulary. Operation of a computer and assigned software.

Ability to:

- Plan, schedule, and effectively supervise personnel
- Maintain a professional manner at all times
- Analyze complex problems and formulate effective solutions
- Prepare and present informational material and program proposals
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment, including a computer and assigned software
- Work independently with little or no direction
- Be detail-oriented, organized, accurate, and thorough, and monitor work for quality
- Utilize interpersonal skills using tact, patience, and courtesy
- Make decisions based on sound judgment, honesty, and integrity

Physical Requirements:

- Ability to stand for extended periods
- Ability to read printed matter and computer screens
- Ability to bend, twist, stoop, reach and kneel
- Ability to work at heights, ascend and descend ladders
- Ability to communicate so others will be able to understand normal conversation clearly
- Ability to work at a desk and in meetings of various configurations Digital dexterity to operate office equipment
- Ability to hear and understand speech

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Work Environment:

- Office and outdoor environment
- Constant interruptions

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, industrial engineering, or related field and eight years of increasingly responsible experience, including three years in a supervisory capacity in a similar-sized organization in the facilities, maintenance, and/or operations.

PHYSICAL DEMANDS:

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

- Sufficient vision to read copious printed and electronic material.
- Sufficient hearing to conduct in person, telephone, and online platform conversations.
- Sufficient volume, tone, and diction in conversation, on the telephone, and in addressing groups.
- Sufficient physical mobility, and dexterity of hands and fingers to operate technology and other devices.
- Sit for prolonged periods of time.
- Lift and/or carry up to 25 lbs., at waist height for short distances.

WORKING CONDITIONS:

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

- Office environment, as well as school sites and classrooms.
- Travel to school sites.
- Hours may vary to meet district and student needs.
- Local and out-of-county travel may be required for the purpose of meetings, events, and other activities.