

MANAGEMENT JOB DESCRIPTION

FACILITIES OPERATIONS MANAGER

JOB SUMMARY:

Under the direction of the Director of Facilities, Planning, Maintenance and Operations, directs, plans, coordinates, schedules, manages, and evaluates the District's groundskeeping and related facility maintenance and construction issues, including after hour facility emergencies. Supervises and evaluates assigned custodial and support staff. Assists the Director in the planning and development of the District's custodial, landscaping and irrigation systems. Conducts investigations of indoor air quality or mold activities. Documents and calculates fees for all hazardous waste generated by the District and establishes a business plan for the Department of Environmental Health. Committed to providing leadership, promoting teamwork, collaboration, and cross-training to provide optimum services and support. Performs related duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Plans, coordinates, directs, and oversees essential groundskeeping/maintenance and construction-related issues by setting priorities to meet schedules and timelines.
- Develops and promotes teamwork and cross-training of respective departments to provide optimum safety, services, and support for students, staff, and community.
- Develops methods and procedures that provide continuity and efficiency in the groundskeeping department.
- Provides support in a variety of District-related projects, such as new construction, modernization, and major capital improvement projects.
- Establishes and ensures the proper maintenance of District's groundskeeping equipment and records for safety, administrative, and audit purposes.
- Establishes and maintains cooperative and effective working relationships with others.
- Participates in bid openings and staff interviews.
- Manages and coordinates with local and state health, fire, and law enforcement agencies in removal of hazardous materials; maintains records; and calculates required fees.
- Coordinates and maintains the District's Asbestos and Lead Abatement Programs in compliance with applicable regulations.
- Attends meetings, workshops, and conferences to maintain current knowledge of legislation, regulations, and legal codes applicable to hazardous materials, indoor air quality, and grounds maintenance and custodial work.
- With the approval of the Administration, develops and maintains the District Energy Management Plan.

- Implement and oversee a comprehensive asset management program for the school district, ensuring efficient utilization and maintenance of vehicles, equipment, tools, and materials while adhering to budgetary constraints.
- Promote a safe and inclusive environment that encourages respect, diversity, and well-being, addressing any disciplinary or safety issues promptly and effectively.
- Support professional development opportunities for staff to enhance facility operations and overall professional growth.
- Participates in bid openings and staff interviews.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Responsible experience in management, landscaping, groundskeeping, custodial operations and construction or equivalent.
- Ability to read blueprints and estimate time and material for work orders; train, plan, organize, evaluate, and supervise the work of assigned staff; establish and maintain proper records; use computer-based data programs; establish and maintain effective working relationships; communicate and interact effectively and professionally; analyze situations and adopt effective courses of action; meet schedules and timelines.
- Work harmoniously with outside vendors, school staff, and the public.
- Must possess, a valid Qualified Applicator Certificate issued by the State of California, Department of Food and Agriculture, as applicable to school buildings and ground pest control within six months of employment/appointment.
- Must secure and maintain asbestos and building inspection certification.
- Graduation from high school or its equivalent supplemented by courses in horticulture, agriculture, grounds/gardening, or maintenance work is highly desirable.
- Must have a valid California driver's license, have a good driving record, and maintain insurability under the District's insurance program.

Management Salary Schedule: Range M
BOARD APPROVED: 06/06/00
REVISION DATES: 12/09/03
09/13/23