

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: Director – Facilities, Maintenance and Operations

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Fiscal and Administrative Services, plan, direct, organize, manage and oversee the activities of construction, remodeling and building maintenance; develop short and long-range plans related to site acquisition and facilities; communicate with architects and contractors working on maintenance or construction projects; administer the maintenance, custodial and grounds maintenance operations and contracts of the Office.

REPRESENTATIVE DUTIES:

Plan, direct, organize, manage and oversee the activities of construction, remodeling and building maintenance and operations, including contract maintenance services; *E*

Inspect land, buildings and facilities; determine the work needed to contract, repair, refurbish or renovate buildings and facilities; *E*

Develop and oversee projects providing for major elements, such as development of technical specifications of maintenance projects and time tables of commencement and completion required for each separate contractor; inspect contractors work for compliance with specifications; authorize change orders when required; develop punch lists for corrections/completion of work as required; *E*

Assist personnel to resolve problems and determine future requirements; set priorities; train, evaluate and review the work of department personnel; establish standards of performance for each position supervised; conduct staff meetings; *E*

Assist in site acquisitions (purchase or lease), including negotiating lease agreements for leased sites; development of lists of potential sites and evaluation of sites for cost of construction; secure and supervise consultant contract services to perform due diligence investigations on potential new sites; prepare written and oral reports, applications, and interface with state agencies including: CDE, OPSC, DTSC, DSA and the State Allocation Board relative to site approval and acquisition as well as plan approval, construction and funding of school facilities; develop and present material to Board for approval; serve as the representative of the Office on construction projects; *E*

Develop and manage the Facilities, Maintenance and Operations Department budgets and forecast funds needed in other budgets to appropriately maintain facilities; *E*

Work with architects and administrators on the design, construction or alteration of buildings and landscaped areas, review and assist in making changes in plans and specifications; interpret plans for contractors and subcontractors; maintain construction records and prepare reports; supervise contracts for all types of facilities maintenance, including custodial service contracts; *E*

Organize, coordinate and direct the activities related to the facilities, maintenance and operations functions of the Office to assure economy, productivity and efficient use of personnel, equipment and supplies, and appropriate appearance and condition of buildings and grounds; *E*

Continuously monitor and evaluate the efficiency and effectiveness of department services; establish procedures for department efficiency and effectiveness; identify opportunities for improvement; direct the implementation of changes; *E*

Represent the Facilities, Maintenance And Operations Department to other departments and outside agencies; communicate with the various department budget managers to recommend levels of maintenance budgets and secure authorization of non-emergency expenditures from those department's budgets; advise budget managers as early as possible when emergency expenditures are required; negotiate and resolve sensitive, significant and controversial facility related issues; *E*

Manage the preventive maintenance program; develop major maintenance plans and work with the Business Office and department managers to assure appropriate specifications, contracts and budgets are included to support the plan; *E*

Plan, organize and manage the physical move for relocation or initial occupancy of sites; *E*

Develop, implement and manage a Labor Compliance Program, in conformance with legal requirements, upon entry into the State School Building Program; *E*

Develop specifications and participate in securing group bids for the tri-annual AHERA inspections, supervise the contractor in performance of inspections of VCOE facilities; perform and document the semi-annual AHERA (asbestos) inspections; *E*

Plan, organize and conduct periodic meetings of the facilities and maintenance directors of all school districts' staff (Job-alike meetings); participate in CASH, CASBO and other statewide facilities groups, particularly county office related groups; *E*

Work closely with the Purchasing Manager and other Business Office staff to integrate technical contract specifications with general specifications and budget for bidding and/or contract issuance; *E*

Coordinate with Technology Services, County Communications and/or appropriate telephone companies for installing data and communications wiring as well as securing appropriate telephone and data services; *E*

Administer the Ventura County Office of Education Storm Water Pollution Prevention Plan/Program (Small MS4 and Construction) and provide support and assistance to districts in their Storm Water Pollution Prevention Plans/Programs; *E* and

Perform related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services and activities of a comprehensive facilities, maintenance and operations program;

Maintenance and operations requirements for a multi-site organization;

Basic concepts and principles of school site acquisition, architecture, planning and construction;

Research techniques including planning of studies and investigations, determination of variables and development of source data;

Standard construction methods, terminology, materials, equipment and practices;

Management skills to analyze programs, policies and operational needs;

Current energy conservation products, technologies and cost saving strategies;

Modern cleaning products and practices;

Public Contract Code and bidding regulations

Contract administration and supervision of contract services;

Principles and practices of program development and administration;

Project costs analysis and budget preparation, principles and administration;

Surveying, right-of-way and easement requirements;

Standard drafting practices, procedures and conventions;

Principles of supervision, training and performance evaluation;

Modern office procedures, methods and equipment, including computers and Microsoft Office software programs including Word, Excel, Powerpoint and Access;

Safety practices and procedures including OSHA and CalOSHA regulations; and

Laws and regulations relating to the broad area of school construction and maintenance of facilities.

ABILITY TO:

Plan, organize, direct and coordinate the work of Facilities, Maintenance and Operations;

Select, supervise, train and evaluate staff;

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;

Inspect land, buildings and facilities to determine the work needed to construct, repair, refurbish or renovate them and to prevent possible hazards to children and personnel;

Establish procedures, monitor and evaluate for efficiency and effectiveness of department services;

Identify opportunities for improvement and direct the implementation of changes;

Read and interpret blueprints, mechanical, electrical, civil and structural drawings, plans and sketches;

Perform complex mathematical computations;

Prepare, administer and monitor budgets;

Prepare clear and concise administrative and financial reports and make presentations;

Operate a computer and modern software to develop, direct and maintain a maintenance and operations program;

Maintain confidentiality of information obtained during the course of work;

Establish and maintain effective and cooperative working relationships with others;

Plan and organize workload to meet schedules and time lines; and

Follow good health and safety principles and practices.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would likely provide the required knowledge and abilities to perform the essential job functions is qualifying. A typical way to obtain the knowledge and abilities would be: bachelor's degree in planning, public administration, engineering, architecture, business administration or related field and five years of increasingly responsible experience in the construction, maintenance operations and repair of buildings in a multi-site environment, including at least three years of supervisory experience involving school and/or County Office maintenance, operations and construction.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Office and field environment;
Construction building site; and
Driving a vehicle from site to site.

PHYSICAL ABILITIES:

Sitting, standing or walking for extended periods of time;
Dexterity of hands and fingers to operate a computer keyboard and telephone;
Seeing to review written documentation, read blueprints, sketches and schematics and inspect sites;
Hearing and speaking to exchange information in person and on the telephone;
Bending at the waist, kneeling or crouching;
Climbing to access roofs from a variety of access methods; and
Reaching above the shoulders, over head and horizontally.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.