

EXECUTIVE DIRECTOR OF OPERATIONS

OVERALL JOB PURPOSE STATEMENT

Under the administrative direction of the Associate Superintendent/Business, the job of Executive Director of Operations is done for the purpose/s of planning, organizing and directing the maintenance, repair and alteration of District buildings and grounds, serving as the District representative in the phases of planning and developing new facilities and for renovation and construction projects under the deferred maintenance program; ensuring that staff utilizes appropriate procedures and safe practices; ensuring that jobs are completed efficiently and within regulatory guidelines and project deadlines; preparing and managing the annual budgets for the maintenance, grounds, and custodial departments, ensuring optimal utilization of personnel and other resources; providing executive direction to the District's transportation cooperative.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Executive Director of Operations is a single-position management class responsible for planning, coordinating and directing the maintenance, repair and alteration of District buildings and grounds, coordinating with architects and construction engineers during all phases of project development and implementation, and managing the day-to-day activities of the District's maintenance, grounds and custodial programs, and projects and activities under the District's deferred maintenance program; coordinating with other governmental agencies, monitoring the activities of consultants and developing program fund account budgets. Additionally, this class provides executive direction and oversight for the directors of other district-wide programs including the Transportation Cooperative.

ESSENTIAL JOB FUNCTIONS

- Attends various meetings (e.g. construction meetings, training, hearings, risk management, safety, etc.) for the purpose of addressing liability concerns, providing and receiving information.
- Coordinates schedules, services provided under contract to other schools, special events, and other operations for the purpose of ensuring preparation and availability of required facilities.
- Develops long and short-range maintenance plans/programs (e.g. deferred maintenance program, emergency response plans, energy management plans, annual budget for maintenance, grounds, and custodial departments, etc.) for the purpose of ensuring that the District's resources are effectively utilized and expenditures are within budgetary limitations.
- Directs projects (e.g. site repairs and construction, preventive maintenance, etc.) for the purpose of prioritizing work deadlines and ensuring optimal utilization of personnel.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Inspects new construction, repair work, projects, equipment for the purpose of ensuring that jobs are completed efficiently, approving payment requests, inspections reports and specifications for major capital improvements and within local, State, and/or Federal regulations.

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- Manages a wide variety of programs (e.g. asbestos removal, lead abatement, energy reduction, etc.) for the purpose of ensuring district compliance with Federal, State, and/or County requirements.
- Performs a variety of personnel function (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising, etc.) for the purpose of providing efficient departmental operations throughout the District.
- Prepares various documents (e.g. annual budget, cost estimates, departmental budgets, custodial, grounds, and maintenance requirements, equipment and materials, time studies, productivity and evaluation reports, contract specifications, etc.) for the purpose of providing necessary information to state/federal agencies and appropriate district personnel, and/or developing construction contracts.
- Presents various programs (e.g. safety, maintenance, accident prevention, etc.) for the purpose of informing staff- appropriate procedures and safety practices.
- Recommends new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity levels of the work force.
- Researches new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts, and maintaining District-wide services.
- Serves as the District's representative for District-wide construction projects (e.g. capital, deferred maintenance, etc.) for the purpose of ensuring delivery of services in conformance with District objectives.

OTHER FUNCTIONS

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: to administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and educational backgrounds; operate equipment used in trades, i.e. construction tools, fork lifts, blue prints; operate standard office equipment and utilize pertinent software applications; perform standard bookkeeping/accounting procedures; plan and manage projects, i.e. air quality control, hazmat, etc.; prepare and maintain accurate records; prepare budgets and financial plans.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: read scientific and/or technical journals, write manuals, and

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or speak persuasively in relation to concepts and theories; to analyze situations to define issues and to draw conclusions.

ABILITY is required to schedule a significant number of activities; meetings and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes. Identify issues and create action plans. Problem solving with data requires following prescribed guidelines and utilizing a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to details; meeting deadlines and schedules; working under time constraints.

RESPONSIBILITY

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organizations' services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking and 20% standing. The job is performed under minimal temperature variations and some hazardous conditions.

EXPERIENCE

Job related experience within specialized field with increasing levels of supervisory and management responsibility required typically in construction or trades.

EDUCATION

Bachelor's degree in job related area (e.g., engineering, facilities management, business administration or related field).

REQUIRED TESTING

Pre-employment proficiency test

CERTIFICATES

Valid California Driver's license and evidence of insurability. Participation in DMV Pull-Notice program.

CONTINUING EDUCATION/TRAINING

None specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA STATUS

Exempt

SALARY GRADE

Management