

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Facility Operations Specialist, Serna Center	<b>CLASSIFICATION:</b>	Classified Non-Management (Teamsters)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0610	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	District Operations	<b>SALARY:</b>	Range 56 Salary Schedule U
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	04-07-03
		<b>BOARD REVISION:</b>	

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**BASIC FUNCTION:**

Approve, schedule, and coordinate the facility use of the Serna Center by both district and outside community groups; coordinate and participate in the event planning processes and activities. Plan, organize, coordinate, and supervise the daily custodial and general pre- and post-maintenance activities of the Serna Center; coordinate and prioritize work projects. Train, assign, supervise, and evaluate the work of assigned personnel involved in custodial and various operation assignments.

**DISTINGUISHING CHARACTERISTICS:**

The incumbent in this single position classification is responsible for the use of the facility by both district and outside community groups, and acts as the facility events coordinator-planner for major community public events. Incumbent will facilitate the preparation and arrangements for regular meetings or special events held at the building, and organize and supervise the custodial and minor maintenance requirements of the Serna Center.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

Approve, schedule, and coordinate the facility use of the Serna Center by both district and outside community groups; coordinate and participate in the event planning processes and activities. Plan, organize, coordinate, and supervise the daily custodial and general pre- and post-maintenance activities of the Serna Center; coordinate and prioritize work projects. Train, assign, supervise, and evaluate the work of assigned personnel involved in custodial and various operation assignments. **E**

Assess the needs of internal customers and external civic permit users for facilities and equipment needs to meet event requirements against the master schedule. **E**

Provide interested parties with all pertinent information regarding fees, rules, and regulations governing the use of the Serna Center. **E**

Determine adequate space, equipment, and labor requirements for proposed activities; develop and draw diagrams for event set-up; oversee preparation of the Serna Center facility and grounds; coordinate logistical needs and support services, i.e., refreshments and food. **E**

Enforce rules and regulations concerning the use of the facility, and ensure adherence to contractual terms. **E**

Provide a strong focus on customer service; encourage and support good communication and working relations with custodians, staff, and the public. **E**

Responsible for the operation of the Energy Management System. **E**

Develop and prepare work schedules; analyze and prioritize requests for assistance for employees assigned to the Serna Center; review maintenance reports, and submit work orders to the Maintenance Department; prioritize and coordinate duties and assignments to assure effective workflow and facility operations. **E**

Assure the proper and efficient maintenance and repair of the Serna Center facility; oversee work in progress, and assure proper completion of work orders; assist the Security Department with building security. **E**

Inspect equipment, utility systems, and the facility to determine needed maintenance and repair; assign and inspect the work of night crews to assure completion of assigned projects. **E**

Assist and coordinate with the safety officer the implementation of the emergency evacuation plans; assist in conducting safety drills. **E**

Participate in the selection of new personnel as assigned; recommend and participate in disciplinary action as needed. **E**

Determine needed equipment, materials, and supplies for Serna Center maintenance operations; requisition a variety of supplies, maintenance tools, and equipment; assure proper receipt of order materials. **E**

Prepare and maintain records, files, logs, and reports related to permits, events, personnel, payroll, inventory, supplies, work requests, work performed, vandalism, and safety issues; operate a computer to maintain files for planning, record-keeping, and scheduling purposes. **E**

Conduct a variety of informational and instructional meetings for custodial staff to assure safe and proper work practices; perform moderate lifting of objects according to safety regulations. **E**

Respond to emergency situations in order to confine, resolve, or prevent injurious or otherwise hazardous conditions, i.e., spills, broken windows, broken locks. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and four years of increasingly responsible facility operations and events coordinator-planner experience, as well as experience overseeing the performance of custodial and maintenance work.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Event planning, coordination, building utilization, and scheduling.

Public relations and customer service techniques.

Local business community and organizations.

Principles and physical requirements of staging special events.

Operation of advanced audiovisual equipment.

Alarm and security systems.

Operation of the Energy Management System.

Appropriate safety precautions and procedures.  
Record-keeping techniques.  
Operation and use of a computer and related software.  
Effective principles and practices of supervision, training, evaluation, and discipline.  
Methods, materials, and equipment used in custodial and general maintenance work.  
Requirements of maintaining buildings and facilities in good repair.  
Cleaning equipment, tools, materials, and supplies used in custodial work.  
Proper methods of storing equipment, materials, and supplies.  
Oral and written communication skills.  
Health and safety regulations.

**ABILITY TO:**

Approve, schedule, and coordinate the facility use of the Serna Center by both district and outside community groups.  
Act as the facility events coordinator-planner for major community public events.  
Fill requests of Serna Center permit applicants.  
Operate the Energy Management System.  
Use advanced audiovisual equipment.  
Interpret, read, and read from sketches, diagrams, and blueprints.  
Work effectively with a diverse population that includes administrators and community leaders.  
Operate a computer to enter data, maintain records, and generate reports.  
Inspect facilities for maintenance and repair needs and fire, safety, and health hazards.  
Set alarm and security systems.  
Plan, organize, coordinate, and supervise the daily custodial and general pre- and post-maintenance activities of the Serna Center.  
Coordinate and prioritize work projects.  
Train, assign, supervise, and evaluate the work of assigned personnel involved in custodial and various operation assignments.  
Analyze and prioritize requests for assistance.  
Estimate and order custodial supplies.  
Assist skilled personnel in the maintenance and repair of buildings and facilities.  
Estimate materials and labor costs.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Lift moderate objects according to safety regulations.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Indoor and outdoor environment; regular exposure to fumes, dust, and odors.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information; dexterity of hands and fingers to operate equipment and a computer keyboard; seeing to perform work, read, prepare documents and reports, and view computer monitors; sitting, standing, or walking for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; carrying, pushing, pulling, moving, and lifting moderate objects.

**SAMPLE HAZARDS:**

Contact with cleaning agents and chemicals.

Facility Oper Spec Serna Center (164)

**APPROVALS:**

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Carol M. Mignone, Interim Chief Personnel Officer

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Date

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James Sweeney, Superintendent

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Date