

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Operations Specialist	<b>CLASSIFICATION:</b>	Classified Non-Management (Teamsters)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0611	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Facilities Support Services, Operations Support Services or Child Development	<b>SALARY:</b>	Range 62 Salary Schedule U
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b>	03-02-15

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**BASIC FUNCTION:**

Approve, schedule, and coordinate the facilities of assigned school sites and departments used by students, District personnel, and outside community groups; coordinate and participate in the event planning processes and activities. Plan, organize, coordinate, and supervise the daily custodial activities of assigned school sites and departments; coordinate and prioritize work projects. Train, assign, supervise, and evaluate the work of assigned personnel involved in custodial and various operation assignments.

**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 facilities of assigned school sites and departments used by students, District personnel, and outside community groups; coordinate and participate in the event planning processes and activities. **E**

Plan, organize, coordinate, and supervise the daily custodial activities of the assigned school sites or departments; coordinate and prioritize work projects. **E**

Participate in the selection of new personnel as assigned; train, assign, supervise, and evaluate the work of assigned personnel involved in custodial and various operation assignments; and recommend and participate in disciplinary action as needed. **E**

Work in conjunction with all interested parties and stakeholders in use of the facilities; work with pertinent information from established and updated Memorandums of Understandings (MOUs) which defines approved number of occupants, logistics, fees, and rules and regulations governing the use of facilities. **E**

Work with management, teachers, and appropriate department staff to ensure facilities are maintained in accordance to all Federal, State, and Local requirements, regulations, and guidelines; take part in State and Federal reviews pertaining to school site and department facilities. **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**

Work with the permit office to obtain pertinent information for interested parties regarding fees, rules, and regulations governing the use of the school site and department facilities. **E**

Determine adequate space, equipment, and labor requirements for classroom reassignment, facility events, changes, and moves; lead internal and external moves amongst assigned sites; and develop and draw new set-up diagrams. **E**

Oversee preparation of school site or department's facility and grounds; coordinate logistical needs and support services; and maintenance and storage of assigned site's equipment and supplies. **E**

Assist to ensure rules and regulations concerning the use of the facility are adhered to for District school sites and department facilities. **E**

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

Develop and prepare work schedules; analyze and prioritize requests for assistance for employees assigned to the assigned locations; 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 school site or department's facility; oversee work in progress, and assure proper completion of work orders; and 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**

Determine needed equipment, materials, and supplies for assigned school sites or departments; requisition a variety of supplies, maintenance tools, and equipment; and ensure proper receipt of ordered materials. **E**

Prepare and maintain records, files, logs, and reports related to permits, events, personnel, payroll, inventory, supplies, work requests, work performed, substitute and per diem requisitions, mileage claims, 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 at least two (2) years of current experience as a School Plant Operations Manager II, or current experience as a School Plant Operations Manager III, or current experience as a Facility Operations Specialist, Serna Center.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's License; and provide proof of insurance; Employee entrance evaluation (lifting test) required.

**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.  
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 use of school site or department facilities by students, the District, and outside community groups.  
Act as the facility events coordinator-planner for major community public events.  
Ensure all sites are cleaned thoroughly and ready for student instruction.  
Fill requests of school sites and department permit applicants.  
Coordinate deep cleaning crews during the summer, winter, and spring breaks.  
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.  
Drive a vehicle to conduct work.  
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 assigned staff.  
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:**

Office, school site and construction 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.

**APPROVALS:**

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Teamsters Union

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Date

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Carol Mignone Stephen, Interim Assistant Superintendent,  
 Human Resources & Employee Compensation

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Date

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José L. Banda, Superintendent

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Date