

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

<b>TITLE:</b>	Specialist, District Facility Operations	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Specialist II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9748	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Operations Support Services	<b>SALARY:</b>	Range 5 Salary Schedule A
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b>	06-08-11
		<b>CABINET REVISION:</b>	01-26-18

**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, inspect, and direct the activities of the Operations Support Services Department, which provide clean and safe buildings, schools, and related facilities, including custodial and civic permits; coordinate assigned activities with other departments and outside agencies. Duties listed below require independent judgment and analysis on an ongoing basis.

**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 principle job elements.)**

Assume responsibility for all custodial operations and activities; prepare schedules and staffing assignments. **E**

Plan, direct, and coordinate the work plan for the Operations Support Services Department; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures. **E**

Manage and participate in the development and administration of the Operations Support Services Department annual budget related to assigned area; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines; forecast additional funds needed for staffing, equipment, materials, and supplies. **E**

Assist with department activities, including those of other departments. **E**

Oversee and assist in annual site inspections, emphasizing enforcement of cleanliness, and health and safety standards of buildings. **E**

Manage and oversee the district Civic Permit (Facility Use) process; assist members of the community with questions regarding the use of district facilities and applicable policies. **E**

Develop and implement goals, objectives, policies, and priorities for assigned area; recommend allocation of resources. **E**

Assure that services, equipment, facilities, and procedures conform to applicable regulations and district policies; ensure the district's compliance with environmental standards. **E**

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload; identify opportunities for improvement, and oversee the implementation of changes. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Represent Operations Support Services to other departments, the community, schools, and outside agencies; explain department programs, policies, and activities; assist with resolving sensitive, significant, and controversial issues; model district standards of ethics and professionalism. **E**

May attend and participate on a variety of boards and commissions; attend and participate in professional group meetings; respond to and resolve difficult and sensitive citizen inquiries and complaints. **E**

Keep abreast of new trends, equipment, products, and innovations in custodial and plant operations. **E**

Provide technical expertise, information, and assistance to Maintenance and Operations management staff. **E**

Attend workshops and training sessions as required. **E**

Supervise, train, evaluate, and hold accountable the performance and professionalism of assigned staff; interview, select, train, motivate, and evaluate employees to correct deficiencies; implement discipline and termination procedures; recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate staff training. **E**

Operate a variety of power and hand tools and equipment on an emergency basis to ensure the safety and security of district buildings and grounds; respond to emergency and non-emergency calls as needed. **E**

May be required to work an alternate schedule. **E**

Perform related duties as assigned.

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

Any combination equivalent to: bachelor's degree from an accredited college or university with major course work in engineering, architecture, industrial technology, or a related field, OR six years of increasingly responsible custodial operations experience. Preference will be given for supervisory experience in a school district equivalent to an Operations Supervisor, School Plant Operations Manager II and/or III

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide ability to be insured; employee entrance evaluation (lifting test).

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Modern cleaning methods and requirements of maintaining district buildings and grounds in a safe, clean, and orderly condition.

Universal waste program, i.e., waste management, recycling program.

Energy management systems.

Materials, tools, and equipment used in custodial work.

Safe practices and work methods related to the custodial activities.

Hazards, health and safety regulations, standards, and OSHA codes related to job duties.

Proper methods of storing equipment, materials, and supplies.

Inventory methods.

Modern and complex principles and practices of facility management.

Techniques of proper lifting, scheduling, appropriate safety precautions and procedures.

Budget preparation, control, and recordkeeping.

Applicable federal, state, and local laws, regulatory requirements, standards, guidelines, codes, regulations, policies, and procedures.

District organization, operations, and objectives.

Interpersonal skills using tact, patience, and courtesy.

Effective oral and written communication skills.  
Principles and practices of management, supervision, and training.  
Evaluation approaches, strategies, and techniques.  
Operation of a computer and related software.

**ABILITY TO:**

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient operations and support services; identify and respond to issues, concerns, and needs.  
Conduct research, analyze, and evaluate new service delivery methods, procedures, and techniques.  
Plan, organize, direct and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.  
Provide professional leadership and direction for Operations Support Services related to assigned area.  
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Read, understand, and work from blueprints, sketches, shop drawings, and diagrams.  
Establish and maintain effective working relationships with staff, parents, and the public.  
Communicate effectively, both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies, procedures, and federal, state, and local laws.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Prepare comprehensive narrative and statistical reports; plan and organize work to meet schedules and deadlines.  
Supervise, train, and evaluate the performance of assigned staff.  
Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

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

Office, school site, or outdoor environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read work orders, blueprints, sketches, shop drawings, and diagrams; see to prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk over rough or uneven surfaces; ascend and descend ladders to inspect work; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Subject to noise and fumes from equipment operation; exposure to cleaning chemicals vapors; work at heights to perform supervisory duties at sites/buildings.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.