



ADMINISTRATOR OF OPERATIONS

DEFINITION

Under general supervision of the Director of Maintenance, Operations and Transportation, to plan, organize, and accomplish the goals and objectives of Districtwide Custodial, Grounds and Warehouse Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Establishes and recommends priorities for custodial, grounds and warehouse related projects.
- Assigns employee duties and reviews work for accuracy, completeness and compliance with established standards and procedures.
- Develops work methods, analysis procedures, and refines schedules.
- Prepares and maintains a variety of records and reports related to personnel, projects, and assigned duties. Prepares reports, maintains records, and exercises supervisory authority over custodial, grounds and warehouse personnel.
- Performs quality control inspections and analysis of work accomplished to ensure compliance with current standards, codes, and regulations.
- Maintain District-wide Inspection Programs in the areas of Custodial, Grounds and Warehouse Operations.
- Assists with the Director of Maintenance & Operations on policies, procedures, rules, regulations, and practices relating to safety, security, efficiency, and cost effectiveness of custodial, grounds and warehouse operations.
- Receives, reviews and investigates requests for school site improvements, relating to custodial and grounds operations.
- Oversees all aspects of site based custodial hiring, sub-program, training, overtime, requisitions and inspections.
- Oversees Weekend Custodial, Grounds and Facility Use personnel.
- Oversees District-wide pools, personnel and operations.
- Oversees District-wide grounds staff. Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.
- Oversees Zero Waste, / Organic, Hazardous Waste, Sustainability Grounds Programs.
- Oversees a District-wide IPM, Pesticide, IAQ, Sustainability Grounds Program.
- Oversees warehouse operations including textbooks, budgets and inventory
- Assists in the preparation and coordination of plans and for bids by outside vendors
- Participates in the formulation of long-range budget plans.
- Assist with monitoring construction contract compliance.
- Maintains cooperative working relationships with District and site administrators
- Responds to emergency situations.

QUALIFICATIONS GUIDE

Knowledge of:

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Health and safety regulations.
- Proper lifting techniques.
- Current technology, software applications, office methods and practices, including filing systems, letter and report writing; Correct English usage, spelling, grammar, and punctuation
- Structural and mechanical make up of common commercial buildings
- California Administrative Code, Public Contract Code, Education Code, and related codes of regulations

- as may be required in application to construction, maintenance, and/or modification of school facilities
- Methods, materials, and equipment used in the custodial, grounds and warehouse maintenance, repair, and renovation of school buildings
- Custodial, grounds, warehouse and security procedures and practices

Ability to:

- Estimate time and materials needed on a wide variety of projects
- Determine priorities and schedule work effectively and efficiently
- Carry out verbal and written directions independently
- Follow instructions, read and interpret construction documents, read blue prints and architectural drawings
- Communicate effectively in both oral and written form
- Formulate reports, organize and analyze data, evaluate information and provide conclusive findings
- Establish and maintain cooperative working relationships with others
- Meet schedules and time lines.
- Work independently with little direction.
- Coordinate and supervise the work of others.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and five years' experience in the grounds services with a minimum of three years of journey level experience including positions with lead or supervisory experience. College level or comparable courses in building trades, plant management, site inspection, business practices. Associates/Bachelors degree in related field or school building certification preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a variety of hand and power tools and heavy equipment.
- Climbing ladders and working from heights.
- Hearing and speaking to exchange information.
- Seeing to perform grounds work and read a variety of materials.
- Lifting, carrying, pushing or pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, stooping, kneeling or crouching
- Lifting, carrying, pushing or pulling heavy objects up to 100 pounds with assistance.

WORK ENVIRONMENT:

Indoor/Outdoor environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually loud. Hazards include:

- Working around and with machinery having moving parts.
- Working in outside weather conditions.
- Subject to fumes, dust and odors.
- Exposure to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.