

Sacramento County Office of Education Job Description

Classification Title: Project Specialist I, Facilities, Maintenance, and Operations Support

DEFINITION

Under general direction organizes, coordinates, promotes, and manages various projects related to facilities, maintenance, and operations for Sacramento County Office of Education (SCOE) programs and departments; serves as the project manager for warehouse operations; performs a variety of technical and support services in developing and monitoring project timelines and program activities; performs other duties as assigned.

DIRECTLY RESPONSIBLE TO

Appropriate Administrator

SUPERVISION OVER

Professional, technical, and clerical staff as assigned.

DUTIES AND RESPONSIBILITIES

(Any one position may not include all the listed duties, nor do all the listed examples include all tasks which may be found in positions within this classification.)

Support Services

Assists with the organization and coordination of facilities, maintenance, and operations support services; performs SCOE site inspections; implements lock and key security; troubleshoots issues related to HVAC, electronic access control and alarm systems; monitors inventory of, orders, and distributes custodial supplies; coordinates schedules and assigned duties of custodians; schedules custodians; assists with oversight of maintenance and repair of buildings, facilities, and equipment; schedules and acts as a liaison with various vendors, facilities, and maintenance-related service providers such as: locksmiths, access control, HVAC, building security and fire, gates, doors, windows, and carpet cleaning.

Operations

Acts as project manager for warehouse operations on and off site; maintains inventory of a variety of items and materials; organizes and maintains State Board of Education adopted instructional materials in the Learning Resource Display Center (LRDC); manages shipping and receiving processes and records; coordinates with internal staff and outside agencies regarding materials and event setup; develops logistics plans for events; organizes and manages storage and distribution of materials; assists with fixed assets management inventory tracking; assists as-needed with management of SCOE Print Shop operations.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Possession of a bachelor's degree or equivalent and related experience in facilities, maintenance, and operations; experience with large-scale events, warehouse operations, project development, and implementation including organizing and monitoring projects.

Knowledge of

Current practices and procedures related to project management; state and federal regulations related to safety and safe working practices with equipment and materials in a warehouse environment; shipping and receiving procedures including proper freight loading and unloading techniques; stock rotation procedures and warehouse terminology; current state-adopted instructional materials; print ready digital file preparation; standard software applications including videoconferencing platforms, desktop publishing programs, and other related programs on various platforms; general safety regulations.

Skill and Ability to

Plan, develop, implement, monitor, and evaluate warehouse operations; safely operate a forklift and warehouse tractor; work cooperatively and effectively with individuals and groups of diverse backgrounds; maintain positive working relationships; effectively transmit knowledge and skills to others; organize and prioritize work and coordinate a variety of projects simultaneously; develop measurable goals and objectives, meet timelines, and evaluate progress toward achievement; communicate effectively in both oral and written form.

Other Characteristics

Possession of a valid California driver's license and forklift safety certification; willingness to travel locally using own transportation to conduct work assignments.

Approved by Personnel Commission 6/14/22
Former title: Project Specialist I, K-12 Curriculum and Instruction
Approved by Personnel Commission 9/21/16
Former title: Project Specialist I, K-12 Language Arts
Approved by Personnel Commission 3/9/04