

# **Sacramento County Office of Education Job Description**

## **Classification Title: Coordinator, Facilities, Maintenance, and Operations**

### **DEFINITION**

Under general direction plans, organizes, manages, and coordinates the functions of the Facilities, Maintenance, and Operations Department; performs other related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate administrator

### **SUPERVISION OVER**

Professional, technical, and clerical personnel as assigned.

### **DUTIES AND RESPONSIBILITIES**

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

#### **Support Services**

Plans, organizes, controls, and coordinates operations and activities involved in the inspection, cleaning, maintenance, and repair of SCOE buildings, facilities, grounds, and equipment; establishes and maintains related priorities and timelines; assures related activities comply with established laws, codes, rules, regulations, ordinances, policies, and procedures; oversees lock and key security management; plans, schedules, develops, and implements cleaning, installation, maintenance, repair, and enhancement projects; monitors, assesses, and modifies activities in response to project progress; inspects completed work for accuracy and compliance with established standards, requirements, and procedures; prepares reports in accordance with relevant laws, rule, and regulations; coordinates the maintenance and repair of office buildings, facilities, and equipment including tasks in plumbing, carpentry, electrical work, HVAC, glazing, welding, and painting; assures proper replacement of defective parts and components; oversees the troubleshooting, diagnosis, and resolution of utility malfunctions, and the installation of new equipment and systems; ensures facilities are cleaned and maintained in a safe and orderly condition; coordinates response to emergency custodial, and maintenance needs; plans, organizes and manages grounds maintenance activities involved in the beautification of grounds and landscaped areas; coordinates the mowing, edging, trimming, and watering of lawns, fields, and other turf grounds; oversees planting, cultivation, pruning, fertilization, and irrigation functions; inspects SCOE buildings, grounds, and facilities to identify maintenance and repair needs; coordinates and participates in inspection programs and activities to assure proper identification and resolution of fire, safety, security, and health hazards; sets the priorities for the departments by developing and monitoring the budgets, supervising staff, and evaluating program needs; maintains a system of organizing work orders and delivery systems to ensure efficient services are provided to clients; consults with Sacramento County school district partners on a variety of facilities related topics; coordinates training activities for all assigned staff.

#### **Facilities Development**

Plans, organizes, and coordinates the functions of building and modernizing county office owned or rented facilities; coordinates the preparation of plans and specifications for capital improvement projects; assists in the development of a multi-year capital improvement and maintenance plan; provides technical expertise regarding assigned functions; assists with site and facility acquisition functions; serves as liaison between county office and state and local planning, regulatory, and governmental agencies; coordinates the selection, monitoring, and supervision of services provided by facility program professionals; develops procedures to comply with laws and regulations; develops and implements long and short-term plans and activities; complies with state requirements regarding reporting of deferred maintenance plan, school facility programs, facility funding, and other reporting requirements; coordination and administration of facility use agreements between the county office and other agencies; monitors building compliance with Americans with Disabilities Act (ADA) requirements; performs energy conservation feasibility analysis; coordinates improvements that result in energy and operational savings; researches and identifies environmental

sustainability resources; reviews legislation to assure agency compliance with laws and procedures and make recommendations on changes; communicates with other administrators, staff, and contractors to coordinate building and modernization activities, resolve issues and exchange information; prepares and/or reviews estimates of job costs; reviews estimates with actual costs of completed work; assists with the preparation of bids, contracts, and related documents; monitors and expedites project timeline information; makes presentations as necessary regarding building and modernization plans, projects, and needs; attends meetings and workshops as necessary;

### **Print Shop**

Coordinates, schedules, facilitates, and monitors printing and production services; oversees the production work schedule for processing requests; coordinates the creation and implementation of an accountability system for each phase of the production schedule to ensure the timely completion and availability of projects; ensures monthly safety inspections on equipment are being performed and recorded; coordinates the maintenance of inventory of paper, bindery supplies, toner, and other consumables; reviews and approves orders of supplies and verifies accuracy of billing; reviews and approves purchase requisitions and quotes for outside print work as needed; maintains department budget; analyzes and adjusts pricing levels based on budget, cost of consumables, and market conditions.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Any combination of education, training, and experience equivalent to a Bachelor's degree with significant experience in managing large government department operations. Experience which demonstrates the ability to perform the duties and responsibilities as described.

### **Knowledge of**

General construction, maintenance, and operations functions; cleaning materials and methods; safety practices and sanitary procedures; building construction practices and laws governing building and modernization of schools and public buildings; proper lifting techniques; warehouse operations; applicable laws, codes, and regulations related to fire, safety, and maintenance operations; applicable provisions of the California Education Code; standard software applications; principles and practices of budgeting; employee training and supervisory techniques.

### **Skill and Ability to**

Prioritize, organize, schedule, and coordinate a variety of activities and projects; research, identify and collect appropriate data for effective problem solving and decision making; prepare and maintain a budget and exercise proper budgetary control measures; develop measurable goals and objectives; set priorities, monitor expenditures, and evaluate projects/programs; interpret policies, administrative regulations, employee/employer contracts, state and federal laws, and accurately explain to others; communicate effectively in oral and written form in both technical and non-technical terms; plan, direct, coordinate, and supervise activities of technical and clerical staff; work independently with little direction; select, train, and supervise personnel; establish and maintain cooperative working relationships with those contacted in the course of work assignments.

### **Other Characteristics**

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

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