

CENTER UNIFIED SCHOOL DISTRICT

JOB TITLE: Assistant Superintendent, Facilities and Operations

BASIC RESPONSIBILITIES

To manage and direct all maintenance, operations, warehouse, facilities, technology, food service, transportation and safe school activities of the District, including the maintenance of all buildings, grounds, equipment, LANS, WANS.

SUPERVISOR: Superintendent

TYPICAL DUTIES:

1. Assign work activities, projects and program; review and evaluate work products, methods and procedures, recommend within District policy appropriate services and staffing levels.
2. Develop and administer the MOFAT annual budget; direct the forecast of funds for needed staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
3. Develop and schedule periodic preventive maintenance programs to keep District vehicles in compliance with required safety standards.
4. Develop, plan and direct the preventive maintenance, periodic repair and replacement of motors, boilers, pumps, heating, steam and hot water systems, lighting and power, locks and hardware, sprinkler systems.
5. Plan and direct the purchase of parts, supplies and materials for the building, grounds, and equipment maintenance programs.
6. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
7. Plan, direct, coordinate and review the work plan for the Operations and Facilities Division, including Maintenance, Warehouse, Grounds, Safe Schools, and Technology's staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; recommend, within District policy, appropriate services and staffing levels.
8. Perform on-site inspection of building construction and alteration projects.
9. Serve as liaison to vendors, sales representatives, architects, and other governmental officials regarding maintenance and operations.
10. Participate in division activities as required.
11. Prepare documents to maintain eligibility in the state construction program.
12. Track expenditures of construction projects and monitor budgets.
13. Review cost estimates and change orders.
14. Maintain and submit forms for projects as required.
15. Advise and comment to design team.
16. Prepare Board items for Board of Trustees' review and approval.
17. Prepare, review and provide input on construction bid documents.
18. Conduct bid openings and recommend awards bids.
19. Ensure compliance with the Office of State Architect standards.

20. Approve related purchase orders and approve invoices for payment.
21. Maintain records of school and classroom facilities and develop plans for the effective utilization of space.
22. Develop and implement a District-wide Technology Plan.
23. Plan for and implement staff development activities regarding technology.
24. Analyze and evaluate new hardware, software and technology trends.
25. Develop business and community partnerships to share resources, pursue additional funding and implement pilot programs.
26. Plans, organizes, and directs staff working in the Transportation and Nutrition Services Departments.
27. Supervise and evaluate technology staff personnel.
28. Perform other duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles of management and supervision;
- Methods, practices, equipment and supplies used in the building trades and groundskeeping, maintenance, safe school, transportation, food service and technology.
- Operational characteristics, services and activities of school sites;
- Agencies, laws, and regulations pertaining to school building programs and general construction;
- LANS and WANS technology;
- Work independently and make appropriate common sense decisions.

Ability to:

- Organize and efficiently coordinate the work of others in the implementation and evaluation of MOFAT activities.
- Develop systems designed to move a concept or idea to the achievement of a desired result.
- Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner.
- Maintain effective work relationships with those contacted in the performance of required duties.
- Work independently and make appropriate common sense decisions.
- Plan, coordinate, and direct the activities of a comprehensive maintenance program;
- Select, supervise, organize, train and evaluate staff;
- Prepare specifications and estimate resource expenditures, including budgetary needs;
- Prepare clear and concise reports, interpret and apply Federal, State and local policies, laws and regulations;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; communicate clearly and concisely, both orally and in writing; establish and

- maintain effective working relationships with those contacted in the course of work including District officials and the public;
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles; and
 - Maintain mental capacity, which allows for effective interactions and communication with others.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. Bachelor's degree in Planning, Business, or other appropriate area.
2. Five years increasingly responsible building, grounds and facilities experience.
3. Experience in school facility planning, management and construction programs.
4. Valid California driver's license;
5. Drug test clearance;
6. TB test clearance;
7. Criminal Justice fingerprint process clearance.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to see small print.
2. Sufficient hearing to hear normal and telephone conversations.
3. Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
4. Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions.
5. Sufficient physical mobility to move about the District.