

**JOB DESCRIPTION**

**Job Title: Director, Operational Services (9932)**

**Job Summary:**

Under the supervision of the Assistant Superintendent, Business Services or designee, the Director ensures that departmental work goals are met; services are provided in an efficient and effective manner; ensuring that staff utilizes appropriate procedures and safe practices; ensuring that jobs are completed efficiently and within regulatory guidelines and project deadlines; and ensuring optimal utilization of personnel and other resources.

**Essential Duties:**

- Plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance, and repair of TCOE buildings, facilities, grounds and equipment;
- Provide technical expertise regarding assigned functions, formulate, and develop policies and procedures, review and evaluate services and make necessary adjustments;
- Develop and implement long range and short-term plans and activities including recommended prioritization of resources;
- Direct and participate in the preparation and maintenance of a variety of records and reports related to projects, safety, personnel, budgets, deferred maintenance, repairs and assigned activities;
- Communicate and collaborate with other administrators, TCOE personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information to assure effective services;
- Supervise and evaluate the performance of assigned personnel, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions, plan coordinate and arrange for appropriate training of assigned personnel;
- Develop and prepare annual budget for the department, analyze and review budgetary and financial data, monitor and authorize expenditures in accordance with established guidelines;
- Monitor and review existing and proposed laws and regulations affecting operational services;
- Monitors, reviews, and implements asbestos, hazardous materials, and energy management programs;
- Organizes assigned personnel and work orders to maintain clean and well-repaired buildings;
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently;
- Responds to emergency situations (e.g. facility damage, plumbing leaks, roof leaks, etc.) to resolve immediate safety concerns;
- Oversee training program for custodial and maintenance staff on the proper cleaning and maintaining of facilities to ensure that all facilities are in a safe, usable, and sanitary condition;
- Manage and coordinate the maintenance, repair, acquisition and replacement of TCOE fleet vehicles;
- Provide technical expertise to school districts to assist with maintenance and deferred maintenance planning;
- Serve as a member of the TCOE Safety Committee;
- Perform other related duties as assigned;

**Skills to:**

- plan, organize and direct a variety of services comprising Operational Services;
- communicate effectively both orally and in writing;
- interpret, apply, and explain rules, regulations, policies and procedures;
- analyze situations accurately and adopt an effective course of action;
- maintain current knowledge of technological advances in the field;
- maintain current knowledge of program rules, regulations, requirements and restrictions;
- read and interpret plans, blueprints and/or schematics, perform basic math to calculate measurements, quantities, etc;
- use methods, materials, tools and equipment required in facility operations;
- collect, interpret and evaluate narrative and statistical data pertaining to program assessment, fiscal and management matters;
- communicate effectively in public meetings to present findings, recommendations, and policies;
- gain cooperation through discussion and persuasion;
- establish and maintain effective working relationships with those contacted in the course of work;

**Knowledge of:**

- planning, organization and direction of operation services, including maintenance, custodial services and grounds;
- budget preparation and control;
- oral and written communication skills;
- principles and practices of management;
- applicable laws, codes, regulations, policies, and procedures;
- public contract code and vehicle codes;
- construction management techniques;
- sound facility management practices;

**Ability to:**

- develop, plan, implement, and administer program goals and objectives;
- work independently with little direction;
- plan and organize work to meet schedule and timelines;
- supervise and evaluate the performance of assigned staff;
- prepare comprehensive narrative and statistical reports;

**Education Required:**

- Bachelor's degree required. Two years related experience may be substituted for each year of undergraduate work.

**Experience Required:**

- Five years of experience in maintenance/operations required;
- Two years of experience in a management position;
- Experience working in an education setting is preferred;

**Other Requirements:**

- Valid California Driver's License and proof of automobile insurance;
- Department of Justice Fingerprint Response upon hire;

**FLSA Status:** Exempt

August 2023

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.