

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: Facilities Operations Manager

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Facilities Operations Manager performs professional work at the supervisory level involved in planning, implementing and evaluating district facilities, operations and services as part of a centrally administered facilities department.

Under direction, the position manages operations and services, planning and program implementation. Public contact is extensive and includes department, on-site and district staff, vendors, contractors, governmental agencies, business and community representatives for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to analyze and interpret complex regulations and procedures to develop strategic and other plans, evaluate operational effectiveness and resolve frequent minor and major problems that occur. Consequences of errors in judgment could be costly in safety, employee time and money. A Facilities Operations Manager supervises the work of others, as assigned.

SUPERVISOR: Director Construction, Maintenance, and Facilities

TYPICAL DUTIES

Manage facilities department response protocols, communication methods, and maintenance actions for support compliance strategies to ensure that the district facilities are safe and functional and reflect the mission and goals of the district.

Provide leadership toward continual improvement and development of customer service operations and the work order system.

Utilize data to ensure appropriate collection of developer impact fees, justification for the continued collection of developer fees, and provide annual reports on developer fee revenues and expenditures.

Coordinate and oversee the ongoing monitoring, testing and repair of district infrastructure systems to ensure they are checked, replaced, re-charged, signed off, inspected, and repaired, as requested or needed.

Support capital construction activities by administering a facility assessment program for tracking, coordinating, and maintaining routine maintenance work requests, preventive maintenance, and recurring facility inspections.

Manage performance indicators for continuous improvement cycles through historical accomplishments, setting targets, benchmarking, best practices, and space management. Develop and sustain improvements to infrastructure by managing: evaluating for compliance, inspecting for function and providing training in the areas of health codes, hazardous waste management, elevators, fire codes, and AHERA, chemical use reports.

Provide managerial assistance with after-hours facilities issues and on-call support staff.

Monitor and ensure continued compliance with applicable ordinances, policies, and building codes regarding facilities and service operations for all district facilities sites, including but not limited to: San Jose Fire Department annual inspections, Fire extinguisher annual certifications, Santa Clara County Health Department annual kitchen inspections, Santa Clara County Health Department biannual swimming pool inspections, City of San Jose Urban runoff annual inspections, Santa Clara County Health Department 3-yearly hazardous waste and chemical hygiene inspections, AHERA biannual inspections, San Jose Water Company, San Jose Municipal Water Company, and/or Great Oaks Water Company annual backflow device inspections, South Bay Water Recycling annual reclaimed water inspections, Property Liability Insurance facilities inspections, and OSHA elevator repair/ inspections.

Responsible for ensuring that the district's facility infrastructure system, and programs are in compliance with operations, management, and compliance requirements of local, state and federal codes, rules and guidelines. Assure that quality standards are implemented and safe work conditions are conducive to efficient operations and meet OSHA standards.

Analyze and evaluate the operational and functional performance of the key control system for a variety of situations encountered in district facilities sites.

Develop, manage, oversee, the operational management of a wide range of major and minor capital projects, the warranty processes related to construction, a comprehensive deferred maintenance program throughout the district, charter school facilities, and Williams complaints pertaining to facilities.

Responsible for preservation of appropriate norms and standards, and maintenance of a computerized space inventory system.

Develop, manage, oversee, and report on asset longevity and provide summaries on implications. Initiate the framework for operational goals and directions, standards and evaluation systems for the district's physical plant, and Annual FIT and SARC Reports pertaining to facilities.

Serve as the facilities department liaison for sustainability with campus constituents and stakeholders; campus-based environmental sustainability committees; collaborate with the Custodial Operations Supervisor to develop sustainability awareness and principles within district facilities sites.

Develop all internal and external communications related to environmental sustainability initiatives in order to portray an accurate and positive image to the community and employees.

Coordinate with the Assistant Director of Maintenance and Operations to assign, schedule, evaluate, and review daily work assignments for the facilities department.

Serve as a role model, mentor, and motivate staff to improve their quality and responsiveness of service.

Work with the Assistant Director of Maintenance and Operations to assure appropriate certifications and trainings are maintained.

Work with the Assistant Director of Maintenance and Operations to develop and implement trainings for support staff responding to maintenance requests, facility servicing, special events, and condition inventory. Manage and periodically review and update guidelines and procedural manuals necessary to maintain positive control of flow and progress of the work.

Participate in training and professional development as required.

Perform other duties as assigned that support the overall objective of the position.

EMPLOYMENT STANDARDS

Knowledge of:

- ADA , AHERA , OSHA , building codes, regulations, and laws applicable to building construction, renovation, repair and maintenance
- Strategic planning for long and short-range infrastructure projects, and related safety, environmental, budgeting, inventory, and staffing requirements
- Public contract code, bid procedures and related regulations
- Interpersonal skills using tact, patience and courtesy
- Modern office practices, procedures and equipment
- District organization, operations, policies and objectives
- Operation of a personal computer
- Technical aspects of field of specialty

Ability to:

- Communicate respectfully and effectively with people of diverse cultures, language groups, and with people who have disabilities
- Communicate clearly and effectively, both in writing and orally.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other materials using computer programs and software.
- Work in a fast paced, non-stop high energy environment
- Be a self-motivated team player with the ability to work independently.

- Establish and maintain cooperative working relationships with district management, administrators, teachers, staff, vendors, contractors and others in the course of work.
- Analyze situations accurately and adopt an effective course of actions
- Multi-task, work under pressure and solve problems.
- Work confidentially with discretion
- Organize and prioritize workload effectively to meet scheduled deadlines.
- Read, interpret, apply and explain rules, regulation, policies and procedures, and other data for reports
- Coordinate, supervise, and evaluate the work of others
- Skill in computers to include maintenance management and security monitoring systems, data entry, modification, and retrieval

MINIMUM QUALIFICATIONS

Education and/or Experience:

Must possess high school diploma or equivalent, and three (3) years of work experience in School Facilities Operations, or a closely related field

Preferred: Associate of Arts degree or higher in a field related to facilities, project management or related field, and two (2) years of work experience in School Facilities Operations, or a closely related field

Possession of a valid California Driver's License and the ability to drive a motor vehicle to off-site locations is also required.

Working Conditions:

Office environment, construction site, rooftop, district-wide facilities

Approved: 09/19/2017 Board Meeting