

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR, MAINTENANCE, OPERATIONS, & TRANSPORTATION SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, Business Services or designee, plan, organize, control and direct the Maintenance, Operations, and Transportation Services of the County Office including the planning, development, design, installation, operation, analysis, maintenance and repair of facilities; direct County Office transportation operations, routing, scheduling, and activities to assure safe and timely transportation of special education and other designated students to and from school, home and various community locations, and coordinate communications, contractor services and personnel to meet student transportation needs. Supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Maintenance, Operations, & Transportation Services of the County Office

Identify facility use requirements; determine space requirements for personnel, equipment, furniture and storage, and calculate available square footage; draw design layouts for school site moves and central office space reorganizations. Manage custodial maintenance workers at assigned sites. Manage reprographics services, pony mail, courier and delivery services, conference facilities and County Office vehicles.

Plan, organize and direct County Office transportation operations, scheduling, routing and activities to assure safe and timely transportation of special education and other designated students to and from school, home and various community locations; monitor, evaluate and adjust transportation activities in response to student, County Office and school district needs.

Participate in the design and planning of Office of Education and school construction and remodeling projects; coordinate projects involving electrical work, plumbing, carpentry, HVAC, and painting; monitor progress of projects and ensure work is completed according to contractor agreements; follow up on deficiencies and sign off on approved additions to work orders.

Direct and participate in the development and adjustment of routes and schedules to enhance timeliness and efficiency of transportation activities; oversee the review, verification and adjustment of schedules in response to school district calendars, address changes, student transfers, school schedule changes, new students and service requests; assure safety of pick-up and drop-off locations.

Establish deferred maintenance priorities, projects and timelines; prepare bid specifications and

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cost estimates; secure vendors and service providers.

Conduct safety inspections of buildings and grounds to identify fire, safety, security and sanitary hazards; coordinate response to emergency custodial and maintenance repair needs; serve on safety committees, and assist in developing and implementing emergency preparedness plans. Coordinate Fire Marshal inspections and fire drills; implement corrective actions in response to fire code violations as necessary; maintain alarm and building security systems including access control, incidence response, and computerized reports; ensure facilities meet health and safety requirements.

Serve as Americans with Disabilities Act (ADA) coordinator for facilities; serve as emergency preparedness and response coordinator, life safety officer and liaison for school districts in areas related to emergency services.

Plan, organize, direct and assure proper completion of required daily safety inspections of buses; assure transportation activities comply with applicable laws, codes, rules, regulations and requirements of the California State Department of Education and the California Highway Patrol. Coordinate response to emergency transportation situations and vehicle problems and malfunctions; review maintenance records to assure proper inspections and maintenance.

Direct and participate in the review, processing and preparation of route consolidations; utilize a computerized bus routing and scheduling system; initiate queries, manipulate data and generate computerized routes, consolidations and schedules.

Participate in the development and preparation of the annual preliminary transportation budget; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Serve as a technical resource concerning County Office transportation functions; respond to inquiries and provide detailed and technical information concerning related routes, schedules, vehicles, laws, rules, regulations, requirements, policies and procedures.

Establish bell-time schedules for regular and extended school years and second sessions.

Compile information and oversee and participate in the preparation and maintenance of various records and reports related to students, personnel, contracts, mileage, billings, financial activity and assigned duties; assure mandated reports are completed in accordance with established time lines.

Coordinate school site and office relocations.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; schedule, assign and review staff work for compliance with established requirements and procedures; monitor contractor activities to assure compliance with established standards and contract specifications.

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Direct the procurement of products and materials including maintenance equipment, vehicles, transportation supplies and equipment and capital building projects; prepare bid specifications, conduct bid review and compliance; communicate with various outside vendors, contractors and suppliers to discuss management of bid and contract requirements and provisions, facility construction and renovation projects, and procurement of services

Attend and participate in various meetings, including association meetings, council meetings, staff and others as assigned.

Maintain current knowledge of trends, practices, and local, State and Federal programs, laws, codes, regulations and pending legislature related to assigned activities; direct the modification of functions, policies and procedures to meet local, State and Federal requirements as appropriate; provide leadership and direction in developing new and innovative services.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Administrative procedures required to maintain a large facilities infrastructure.

Management of student transportation operations, routing, scheduling and activities.

Facility operations functions including building use and event planning, mail and print shop services, equipment and supply procurement, and facility maintenance.

Standards, requirements, procedures and techniques involved in assuring safe and timely transportation of special education and other designated students.

Methods practices and procedures involved in writing bid specifications, retaining vendor and contractor services, and contract administration.

Applicable laws, codes, regulations, policies and procedures and local building and safety codes and ordinances.

Principles and practices of administration supervision, and training.

OSHA building safety statutes and regulations.

Field Act construction requirements.

Hazmat hazardous materials requirements.

Green building construction and layout of standards including energy management and recycling

Problems and concerns of students with special needs.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of long-range and strategic planning in an educational setting. County

Office organization, operations, policies and objectives.

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Policies and objectives of assigned programs and activities. Budget preparation and control.

ABILITY TO:

Plan, organize and direct the facilities maintenance, operations, transportation services and building projects of the County Office.

Manage staff and build high morale and commitment to attaining established goals and objectives.

Estimate resources required to complete construction, repair and maintenance projects. Create project plans and proposals, analyze vendor and contractor bids, select service providers, and see projects through to completion. Inspect projects completed by contractors and assess accuracy, completeness, and compliance with agreed on performance standards.

Coordinate communications, contractor services and personnel to meet maintenance, operations, and transportation needs.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Interpret, apply, explain and assure compliance with laws, codes, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines.

Work independently with little direction. Plan and organize work.

Communicate effectively both orally and in writing.

Operate a computer and assigned office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in business administration, public administration or related field and five years of business services and facilities management experience in an educational or governmental setting including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid Transportation Supervisor certification issued by the Department of Transportation.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing sufficient to understand verbal communications over the phone and in person

Speech sufficient to exchange information

Hand dexterity sufficient to operate a computer keyboard

Sight sufficient to read manuals and building blueprints

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Mobility sufficient to move through crawl spaces and climb ladders inspect work projects
Ambulatory ability sufficient to traverse buildings and grounds
Stamina sufficient to sit or stand for long periods of time