



## PERSONNEL COMMISSION

**Class Code: 0229**  
**Salary Range: 55 M2**

### OPERATIONS DIRECTOR

#### JOB SUMMARY

Under administrative direction, plan, organize, control and administer the District's grounds, custodial, mail and central switchboard services; assure smooth and efficient delivery of services to sites and offices; supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize, control and administer the District's grounds, custodial, mail and central switchboard services; assure smooth and efficient delivery of services to sites and offices; assure compliance with applicable laws, codes, rules and regulations. **E**
- Oversee and direct the planning and scheduling of grounds maintenance, irrigation systems, projects and repair work; oversee and assure District grounds are maintained in a clean, safe and orderly condition. **E**
- Oversee and direct the planning and scheduling of custodial services; oversee and assure District facilities are maintained in a clean, safe and orderly condition; direct the coordination of emergency response efforts. **E**
- Oversee and direct the activities of the mail room and central switchboard services; assure timely delivery of mail District-wide. **E**
- Supervise and evaluate the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Direct the purchase of Operations Branch equipment, supplies, vendor proposals and service contracts; prepare work specifications; contact vendors to obtain quotes for materials and equipment; evaluate or direct the evaluation of vendor proposals; inspect work in progress as necessary. **E**
- Serve as a resource and assure proper levels of operations support for sites and offices; communicate with other administrators, District personnel and outside agencies to coordinate programs and activities, resolve issues and exchange information. **E**

- Develop and prepare departmental budgets; analyze and review budgetary and financial data; authorize and control expenditures in accordance with established limitations. *E*
- Develop and direct the implementation of Operations Branch policies, procedures and standards; establish operating priorities and develop maintenance and service cycles for grounds and custodial activities; advise District administrators of unusual trends or issues and recommend appropriate corrective action. *E*
- Develop and implement master schedule for summer and off-calendar work including custodial, grounds and mail delivery services. *E*
- Direct the preparation and maintenance of departmental records and files; compile data and prepare detailed reports regarding assigned activities; compose letters, memoranda and manuals. *E*
- Attend and participate in a variety of meetings, conferences and trainings to maintain current knowledge of advances in the field; direct and assure Operations Branch employees are provided on-going safety training; conduct presentations as requested. *E*
- Operate office equipment including a computer and assigned software; drive a District or personal vehicle to conduct work; respond to emergency calls as necessary. *E*

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Operations Director plans, organizes, controls and administers the District's grounds, custodial, mail and central switchboard services to assure smooth and efficient delivery of services to sites and offices. Incumbents supervise and evaluate the performance of assigned staff. Operations Branch employees assigned directly to sites are directed by and are responsible to their site administrator or designee except under specified circumstances or time frames.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

General principles, practices, equipment and materials used in custodial, grounds, mail and central switchboard activities and services.  
Record-keeping and report preparation techniques.  
Budgeting practices regarding monitoring and control.  
Health and safety regulations.  
District organization, operations, policies and objectives.  
Applicable laws, codes, rules and regulations.  
Principles of administration, supervision and training.

Operation of a computer and assigned software.  
Oral and written communication skills.  
Writing skills to prepare clear and concise specifications and reports.  
Interpersonal skills using tact, patience and courtesy.

**Ability to:**

Plan, organize, control and administer the District's grounds, custodial, mail and central switchboard services.  
Supervise and evaluate the performance of assigned personnel.  
Develop and implement Operations Branch policies, procedures and standards.  
Develop and prepare budgets.  
Monitor and control expenditures.  
Analyze and develop work methods, procedures and schedules.  
Maintain current knowledge of advances in the field.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Prepare comprehensive reports and work specifications.  
Direct the establishment and maintenance of records and files.  
Accept and carry out responsibility for direction, control and planning.  
Prepare and deliver oral presentations.  
Operate a computer and assigned software.  
Drive a District or personal vehicle to conduct work.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Observe and implement health and safety regulations.

**Education and Training:**

Bachelor's degree in business administration, public administration, agricultural technology or a related field.

**Experience:**

Five years of supervisory or managerial building maintenance, operations or grounds maintenance experience. Experience working with educational facilities is preferred.

Additional management or supervisory experience may substitute for up to two years of the required education on a year for year basis.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Indoor and outdoor work environment.  
Driving a District vehicle to conduct work.  
Emergency call-out.  
Evening or weekend hours.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person or on the telephone.  
Reaching overhead, above the shoulders and horizontally to conduct inspections.  
Bending at the waist, kneeling or crouching to conduct inspections.  
Climb ladders, stairs and ramps.  
Seeing to read a variety of materials and conduct work.  
Sitting for extended periods of time.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.