

CLASS TITLE: CHIEF OPERATIONS OFFICER**BASIC FUNCTION:**

The Chief Operations Officer, under the general direction of the Superintendent, plans, organizes, controls and directs the District's facilities, maintenance, operations, purchasing, student transportation functions and security; assures efficient and cost-effective departmental operations; directs construction programs and activities; supervises and evaluates the performance of assigned personnel.

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the District's facilities maintenance, custodial, grounds, construction, security, student transportation functions and warehouse functions; assures efficient and cost-effective departmental operations.

Organizes, coordinates, and directs activities related to the facilities, maintenance, security, operations, purchasing and student transportation functions to assure safety, economy, effective communications, efficient use of equipment and supplies and appropriate appearance and condition of buildings, grounds and vehicles

Confers with the supervisory personnel regarding methods and procedures of work, supply and equipment requirements and operational problems and conflicts; assists with and solves existing problems and determines future requirements of personnel and materials; confers with school officials regarding departmental issues

Manages District use of facilities under the Civic Center Act; develops facilities use practices, facilities invoices, facilities use contracts and other applications; communicates with local park and recreation departments, city office personnel and various civic groups regarding the use of facilities and related fees

Supervises and evaluates the performance of assigned personnel; schedules, assigns and inspects work; analyzes staffing requirements and makes recommendations; schedules and arranges training as needed

Oversees and manages the development of school facility renovation and new construction and ensures conformance with contract documents and compliance with all provisions of the public contract code and bid requirements. Oversees the preparation of specifications for bids; consults with and advises administrators, principals, instructional specialists, contractors, construction management and architects on the design, construction, or alteration of school buildings and grounds

Analyzes, modifies and modernizes work methods and procedures to increase efficiency and cost-effectiveness

Directs the preparation and maintenance of a variety of narrative and statistical reports; records and files related to assigned activities and personnel

Communicates with District and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, construction management and others concerning facilities maintenance and operations services

CHIEF OPERATIONS OFFICER (continued)

Develops and prepares the annual preliminary budget for the assigned departments; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations

Analyzes project plans and makes recommendations concerning work to be performed by outside firms; researches, selects and approves the purchasing of equipment and supplies within established limitations

Attends and conducts a variety of meetings as assigned; represents the District at various community meetings

Assures the preparation and maintenance of required records, reports, files and lists as appropriate; assures compliance with local, state and federal laws, rules and regulations as required

Prepares the annual Developer Impact Fee Report and Developer Fee justification study

Serves as the District representative for the Property and Liability Insurance Program

Develops and prepares materials and agendas for Citizen's Oversight Committee and Board of Education presentations

Perform other related duties as assigned by the Superintendent

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Facilities energy management systems

Facilities maintenance and operations requirements for a multi-site organization

Building codes, material, techniques and costs related to construction and building maintenance as they relate to public schools

Requirements of a variety of training programs

Cleaning materials, solutions, equipment and tools

Hazardous chemicals and waste disposal methods

Methods, practices, terminology and procedures used in skilled trades, custodial and grounds maintenance

Financial and statistical record-keeping techniques

Principles and practices of administration, personnel, management, supervision and training, budget preparation and cost control

Methods, practices, equipment and supplies used in reinforced steel and concrete, wood frame, brick and mortar construction

Methods, practices, material and equipment used in maintenance of school grounds, landscaped areas, playing fields, concrete asphalt surfaces, sprinkler systems and related facilities

Methods and techniques required under the State Building Program including development of specifications and bid documents; construction project accounting, methods, techniques, supplies, materials and equipment utilized in school facility and building construction; legal mandates, policies, regulations and guidelines pertaining to construction of school facilities and office buildings, Safe working methods and procedures; principles and practices of project management including budgetary practices; critical path analysis; practices used in school construction and design; state funding, contract laws, property appraisal and inspection.

Laws, rules, regulations and guidelines governing safety, school security, and loss prevention

Laws, rules, regulations and guidelines governing student transportation

Laws, rules, regulations and guidelines governing facilities use under the Civic Center Act

School transportation operations involving the use of a large number and variety of automotive vehicles

CHIEF OPERATIONS OFFICER (continued)

Knowledge of (Cont'd):

Policies and procedures concerning time lines and routing of buses

Deferred maintenance regulations, procedures and requirements

Health regulations and safe working methods and procedures

Proper lifting techniques

District policies, rules and regulations

ABILITY TO:

Plan, organize control and direct the District's facilities, maintenance, operations, security and student transportation functions

Manage and coordinate the District's construction program

Direct the work of supervisory and office personnel, prepare and interpret plans, specifications, working drawings and procedural instructions

Estimate cost of construction, landscaping and maintenance projects

Develop and implement comprehensive cleaning, grounds and maintenance projects

Organize, coordinate, direct and implement efficient security and campus safety strategies

Organize, coordinate, direct and implement an efficient student transportation system.

Plan and direct training programs

Assure department meets legal requirements concerning student transportation

Analyze work methods, schedules, equipment and staffing levels to increase division efficiency

Prepare, monitor and control the division budget

Train and evaluate the performance of assigned staff

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Observe health and safety regulations

Understand and follow oral and written instructions

Meet schedules and timelines

Walk and/or sit for extended periods of time

Climb staircases

Work in a noisy environment

Lift up to 50 pounds

Use assigned computers and software

EDUCATION AND EXPERIENCE:

Bachelor's degree or equivalent experience; major in architecture, construction management, civil engineering, business administration or related field desirable.

Five (5) years professional management experience in school business management, project management, organizational planning, and/or facilities planning and construction required.

CHIEF OPERATIONS OFFICER (continued)

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license.

Possession of the following certification is desirable: CASBO Certified Chief Business Official certification

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

Seasonal heat and cold or adverse weather conditions.

Regular exposure to fumes, dust and odors.

Driving a vehicle to conduct work.

TERMS OF

EMPLOYMENT:

Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated by the Superintendent in accordance with the Agreement between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management