

SUNNYVALE SCHOOL DISTRICT

October, 2003

TITLE: Manager of Operational Services

- QUALIFICATIONS:
1. A minimum of a baccalaureate degree in engineering, architecture, business or public administration.
  2. A minimum of 5 years of experience and demonstrated success in the area of facilities management.
  3. Demonstrated success in the area of employee training and supervision.
  4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Deputy Superintendent of Administrative Services

JOB GOAL: To provide all students with a physical learning environment that is safe, clean, attractive, and in good operational condition.

PERFORMANCE RESPONSIBILITIES:

1. Examines school buildings on a regular basis for needed repairs and maintenance.
2. Establishes and recommends priorities on repair projects.
3. Assigns and supervises maintenance personnel for repair work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, and the like; and repairing fencing, asphalt, concrete, ceilings, and other similar repairs.
4. Develops a system for dealing with emergency repair problems with efficiency.
5. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
6. Assigns work orders to appropriate personnel and follows up to ensure timely completion.
7. Consults with building principals regarding the establishment of regular preventative maintenance programs at each school site.
8. Screens and recommends for hiring all maintenance personnel for the district.
9. Advises on the hiring of contractors to perform certain maintenance or repair services.

10. Supervises the District's pupil transportation program in a manner that ensures the safe and efficient busing of students.
11. Coordinates the activities of the district architect in the performance of identified facility improvements.
12. Manages and coordinates the district's Hazardous Substances and AHERA Management programs. Maintains and updates documentation as mandated by local, state and federal regulations. Ensures that the district is in compliance with all applicable laws relative to school district facilities.
13. Keeps informed on the latest trends, developments, and products in the areas of maintenance, repair and upkeep, and encourages innovation and experimentation as appropriate.
14. Develops the departmental budget for the areas of operations, maintenance, vandalism/security, and transportation.
15. Monitors the expenditures of funds within the departmental budgets.
16. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of all personnel within the department.
17. Coordinates vacation schedules for departmental personnel.
18. Evaluates employees assigned to the department.
19. Serves on appropriate district and community committees.
20. Maintains the integrity of the collective bargaining process, acts in a good faith manner in all dealings with district personnel and is a contributing member of the management team.
21. Prepares necessary written communication relating to Operational Services for the Board of Education, administration, faculty/staff and public.
22. All other duties as may be assigned by the Deputy Superintendent of Administrative Services.

**TERMS OF**

**EMPLOYMENT:** Twelve month year. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with the Agreement between Sunnyvale School District and Sunnyvale Classified and Certificated Association for Management Personnel.