SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Manager, Physical Plant Operations
REPORTS TO: Assigned Supervisor

DEPARTMENT: Physical Plant Operations
CLASSIFICATION: Classified Management

FLSA: Exempt
SALARY GRADE: 028 AASD

REVISED: May 28, 2019

BASIC FUNCTION:
Manage the functions, staff, and systems that support and serve physical plant operations. Manage financial controls over all physical plant operations funding sources and budgets. Manage overall project development and plan execution, including annual and five year plans; manage workflow and resource management. Supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, control, and direct the program management activities of the Physical Plant Operations department. E

Direct financial controls over the physical plant operations department funding resources and budgets; develop department budget and monitor its implementation. E

Oversee work control functions to ensure proper identification, prioritization, planning, scheduling, and coordination of all support functions. E

Plan, organize, control, and direct the department administration including asset management, work reception and prioritization, quality assurance, timekeeping annual and five-year plan, material control, resource management, position control, information technology support and policies and procedures. E

Assist the Physical Plant Operations Director in implementing the programs of construction, provisioning, maintenance, and operation of the district’s capital assets. E

Develop, review, and recommend alternatives for implementation of the district’s facility programs and best use of district capital and real estate assets. E

Develop, implement, and manage training programs of job specific district safety, skill, technical and compliance based activities. E

Develop the annual major repair and replacement plan for submission to the Board of Education and Independent Citizens’ Oversight Committee. E

Develop Facility Condition Assessment (FCA) program and maintain the district’s Facility Condition
Index (FCI) for all district facilities. 

Train and evaluate the performance of assigned staff; provide for continuing departmental staff training programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. 

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

Organize and manage the labor management activities, including employee selection, assignment, leaves and transfers, record keeping, substitute, coverage, tracking and staffing levels, vacancies, and timeliness of filling positions. 

Plan, organize, control, and direct the day-to-day operations of the assigned department in the areas of communication, technology, record management, workflow monitoring, and productivity assessments. 

Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; develop policies and procedures to encourage effective and efficient management controls. 

Manage existing Computerized Maintenance Management System (CMMS). Analyze new systems to meet departmental short and long term goals. Coordinate integrations of Physical Plant Operations CMMS system with other district software systems to meet district and departmental goals. 

Review existing and pending legislation related to procedural guidelines and the district; recommend origination, modification, or support of legislative measures. 

Review appropriate legislation to assure district compliance with laws and procedures concerning the Physical Plant Operations Department. 

Attend and conduct a variety of meetings as assigned; establish and maintain relations/membership with local, State, and federal agencies and associations to remain current on programs and issues that affect the Physical Plant Operations Department and related activities; present reports and initial findings. 

Operate computer and assigned software programs; operate other office equipment as assigned. 

Perform related duties as assigned. 

**EDUCATION AND EXPERIENCE:**

A combination of education and/or experience equivalent to a master’s degree in business management, public administration, engineering, or related field and five years of progressively responsible experience, preferably including experience in K-12 school district business administration; a minimum of three years of progressively responsible experience in personnel supervision, budget preparation and management, physical plant operations, systems, or procurement, preferably school-based. Registered engineer, certified facilities manager, or certified facilities manager is highly desirable. 

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and availability of private vehicle. 

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:
Organizational development principles and practices.
Planning, organizing, controlling, and direction of the program management activities of the Physical Plant Operations Department.
Methods of statistical analysis and report writing techniques.
Materials logistics, purchasing, and stockroom/warehouse practices.
Business principles and school administration.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision, and training.
Applicable laws, codes, regulations, policies, and procedures related to assigned areas of responsibility.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Provide leadership and direction in assigned functions.
Plan, organize, control, and direct the program management activities of the Physical Plant Operations Department.
Initiate concepts for action, analyze problems, and make decisions.
Develop and monitor complex budgets.
Train and evaluate the performance of assigned staff.
Review existing and pending legislation related to procedural guidelines and the Physical Plant Operations Department and recommend origination, modification, or support of legislative measures.
Maintain current knowledge of applicable provisions of applicable federal, state and district laws, rules, and regulations.
Manage and effectively utilize systems applications.
Direct the maintenance of a variety of reports and files related to assigned activities.
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.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL ABILITIES:
Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

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