

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Physical Plant Operations	REPORTS TO:	Chief Logistics Officer
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	036
ISSUE DATE:	February 27, 2007		

BASIC FUNCTION:

Plan, organize, control, and direct the administration of all physical plant operations in the areas of Physical Plant Operations Support Services, Maintenance Services, Custodial Services, and Landscape Services; develop, supervise, and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, control, and direct the administration of all physical plant operations in the areas of Physical Plant Operations Support Services, Maintenance Services, Custodial Services, and Landscape Services, including setting quality and operational standards and procurement and distribution of equipment and supplies. *E*

Oversee compliance with environmental, health, and safety regulations and direct implementation of required programs, training, and inspections. *E*

Oversee work control, labor utilization, and planning and scheduling. *E*

Develop, prepare, and supervise the management of department budget(s). *E*

Participate in design, design review, and inspection of all new construction and renovation projects, including the commissioning of newly constructed facilities. *E*

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. *E*

Disseminate information and current research to appropriate personnel; inform Executive Director of potential problems or unusual events. *E*

Maintain expertise in assigned areas and keep well informed about current trends and best practices in areas of responsibility to fulfill program goals and objectives. *E*

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

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

Attend training sessions, conferences, and workshops to keep abreast of current practices, programs and legal issues. *E*

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 Physical Plant Operations Department and related activities; present reports and initial findings. *E*

Interview, hire, train, and supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action. *E*

Facilitate the development, implementation, and evaluation of staff development activities provided in assigned areas. *E*

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

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of education and/or experience equivalent to a master's degree in engineering, facilities management, healthcare management, energy management, business or public administration, or related field and seven (7) years of progressively responsible experience, preferably including experience in K-12 school district business administration; minimum of five (5) years progressively responsible experience in personnel supervision, budget preparation, purchasing and stockroom /warehouse logistics, preferably some portion of which is school-based. Registered engineer, or certified facilities manager, or certified energy manager 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.
- All areas of physical plant operations, support services, maintenance, environmental, safety, custodial, landscape management, and materials logistics.
- Business principles and school administration.
- Budget preparation and control.
- Regulations and procedures related to assigned areas of responsibility.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies and procedures.
- 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, manage, and direct the administration of the Physical Plant Operations Department.
- Initiate concepts for action, analyze problems, and make decisions.
- Bring together diverse work teams composed of trades workers, supervisors, managers, and administrators.
- Communicate effectively with the Board of Education members, staff, business community, public, and government agencies both orally and in writing.
- Develop and monitor complex budgets.
- Interview, hire, train, develop, and evaluate the performance of assigned staff.
- Serve as the coach, mentor, and manager of the Physical Plant Operations Department leadership team.
- 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.
- 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 including the public.
- Operate a computer and assigned office equipment.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Exercise good judgment; analyze situations accurately and adopt an effective course of action recognizing

established precedents and practices.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office and outdoor environments.

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.

Issued 2/27/07
Job Code 1211
BK