

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Manager, Physical Plant Operations Support Services	<b>REPORTS TO:</b>	Assigned Manager
<b>DEPARTMENT:</b>	Physical Plant Operations	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	028
<b>REVISED:</b>	February 10, 2009		

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### **BASIC FUNCTION:**

Manage the functions, staff, and systems that support and serve physical plant operations in the areas of Physical Plant Operations Support Services, Maintenance Services, Custodial Services, and Landscape Services.

### **REPRESENTATIVE DUTIES:**

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

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

Plan, organize, control, and direct the program management activities of the Physical Plant Operations Department. **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**

Oversee district facility projects both at central office and school site levels and provide direction and guidance to site administrators regarding their implementation. **E**

Direct financial controls over all Physical Plant Operations Department funding sources and budgets; develop the department budget and monitor its implementation. **E**

Plan, organize, control, and direct department administration including land acquisition, asset management, position control, information technology support, and department policies and procedures. **E**

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. **E**

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

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

Review appropriate legislation to assure district compliance with laws and procedures concerning the Physical Plant Operations Department. **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 the Physical Plant Operations Department and related activities; present reports and initial findings. **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 business management, public administration, engineering, or related field and seven 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 energy 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.  
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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Job Code 1681

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