

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Workflow/Labor Utilization Coordinator	REPORTS TO:	Manager, PPO Support Services
DEPARTMENT:	Physical Plant Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	056 OSS
ISSUED:	February 24, 2009		

BASIC FUNCTION:

Optimize resource utilization within Physical Plant Operations (PPO); analyze and review all Physical Plant Operations programs and processes for optimization, quality, and customer satisfaction.

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

Perform metrical analysis of PPO data with the Computerized Maintenance Management System (CMMS), Microsoft office and other software tools using a technical understanding of the Physical Plant Operations processes. **E**

Establish Physical Plant Operations performance criteria; monitor, evaluate, and report upon the performance and productivity of Physical Plant Operations utilizing key performance indicators. **E**

Identify and recommend enhancements within Physical Plant Operations related to the utilization of labor, materials, and contracted services, using data from the Computerized Maintenance Management System (CMMS). **E**

Collect and analyze customer service feedback using appropriate survey technology; provide reports to management; identify and recommend improvements to meet and exceed customer expectations. **E**

Identify continuous improvement processes and methods of implementation and utilization based on data analysis in the PPO systems. **E**

Monitor workflow within Physical Plant Operations; identify obstacles to the timely completion of scheduled projects and work orders; report those projects and work orders at risk of not meeting completion schedule. **E**

Optimize available resources by reviewing, analyzing, and balancing the use of contracted services with in-house staff. **E**

Analyze and review the effectiveness of Physical Plant Operations programs, such as preventive maintenance, within the department. **E**

Provide regular management reports on cost, scheduling, and resource variance analysis; recommend corrective actions. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a four-year college or university with a major in business administration or a related field and one year of recent, full-time equivalent, related experience in maintenance and operations management.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Physical Plant Operations of landscape, maintenance, and custodial services.
Project process and sequencing of coordinating materials (both hazardous and non-hazardous), contract work, in-house personnel, and waste on a Physical Plant Operations project.
Modern cleaning methods, materials, and equipment used in custodial maintenance.
Mechanical and building systems, such as, heating, ventilating, lighting systems, building systems, and school grounds systems.
Reading and writing English communication skills.

ABILITY TO:

Provide leadership in assigned functions.
Positively influence the continuous improvement of functions as identified through analysis and by management; and the department by analyzing and presenting data that identifies areas to improve.
Provide customer, process or quality improvement information along with a means to track the success of an implemented change in one or all of these areas.
Evaluate and recommend the optimum processes for planning and organizing work schedules for materials, labor, and contracted services.
Evaluate the work of Physical Plant Operations staff and analyze related data.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work, and maintain records.
Meet schedules and time lines.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.