

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Zone Manager, Physical Plant Operations	<b>REPORTS TO:</b>	Director, Physical Plant Operations
<b>DEPARTMENT:</b>	Physical Plant Operations	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	026 AASD
<b>ISSUED:</b>	September 9, 2008		

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### **BASIC FUNCTION:**

Manage the operations of custodial, landscaping, maintenance, repair and alterations for designated school sites within a zone; coordinate and supervise the work of custodial, landscaping, and maintenance personnel; assure that buildings and grounds in assigned zones are clean, safe, maintained, and fully operational.

**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**

Supervise, plan, and assign the activities of staff engaged in maintenance, custodial, and landscape functions, and respond to problems and emergencies as they arise; oversee crews providing emergency repairs, facility and landscape maintenance, and cleaning of buildings. ***E***

Coordinate operations including facilities engineering, maintenance, repair, installations, alterations and capital improvements for all facilities within the assigned zone; assure that operations and maintenance activities are aligned with District initiatives as well as the master plan for each school. ***E***

Oversee and monitor all aspects of regional maintenance operations including budgets, work order submission, distribution, and completion; cleaning of facilities and grounds maintenance, preventative maintenance for facilities and equipment, customer satisfaction, and resource management. ***E***

Stay abreast of local, state and federal regulations which govern the operation of public school facilities; assure that all facilities within the zone are in compliance with local, state and federal regulations. ***E***

Conduct periodic inspections of buildings and grounds to ascertain conformance to established work rules, building codes and performance objectives. ***E***

Establish and maintain effective working relationships with other groups within the department, labor organizations, and district personnel; convey information pertaining to the school master plan and status of requested work. *E*

Ensure that resources are shared with other zones and organizations within Physical Plant Operations to achieve the objectives outlined in the mission statements of the department and district; keep abreast of the latest developments in the operation and maintenance of multiple facilities and investigate possible improvements in material and equipment selection and work methods. *E*

Maintain records and reports pertaining to current service delivery, continuous improvement, and strategic intent for future performance improvements. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to a bachelor's degree in business administration or related field and four years of recent, directly related, progressively responsible experience including supervising personnel involved in the construction, repair, maintenance, landscaping, and custodial operations of multiple physical facilities.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organizational development principles and practices.
- Principles, practices and techniques employed in the operation and maintenance of a large complex of public, commercial or industrial buildings.
- Program management activities of custodial, landscape, and maintenance services.
- Local, state and federal safety regulations, standards and occupational hazards applicable to the maintenance of public or industrial facilities.
- Budget preparation and control.
- 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 and direct the daily program management activities of custodial, landscaping, and maintenance services.
- Manage labor, material and time factors involved in a variety of building and grounds maintenance projects.
- Initiate concepts for action, analyze problems, and make decisions.
- Monitor complex budgets.
- Interview, hire, train, develop, and evaluate the performance of assigned staff.
- Maintain current knowledge of applicable provisions of federal, state, and district laws, rules, and regulations.

Interpret, apply, and explain rules, regulations, policies, and procedures.  
Establish and maintain cooperative and effective working relationships with others including the public.  
Analyze situations accurately and adopt an effective course of action.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Effectively execute a district wide preventative maintenance program.  
Compile and evaluate data and report on regional operations and service delivery status.  
Develop and implement strategic plans for improvement.  
Estimate labor and material costs.  
Resolve administrative issues.  
Receive, utilize, and provide corrective action and constructive criticism.  
Communicate effectively, both orally and in writing.  
Operate a computer and assigned software.  
Meet schedules and time lines.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office and school sites, indoor 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.

Job Code 1679

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