

OPERATIONS PROGRAM MANAGER

DEFINITION

Plans, organizes, assigns, directs, and reviews custodial, gardening, landscaping, tree maintenance, and pest management activities.

TYPICAL DUTIES

- Develops and monitors initiatives to increase efficiency and accountability of operations functions within a Maintenance and Operations area.
- Directs the activities of the custodial, gardening, landscaping, tree maintenance, and pest management programs.
- Confers and maintains liaison with site administrators, Complex Project Managers, and other staff.
- Assists the Deputy Director of Facilities Maintenance and Operations in planning, implementing, and maintaining an effective Greening Program.
- Monitors and manages the budget and expenditures of the custodial, gardening, landscaping, tree maintenance, and pest management operations.
- Directs the work of subordinate supervisors regarding personnel issues, including hiring, evaluation, training, and disciplinary actions.
- Initiates contract requests and inspects and accepts contract work.
- Identifies equipment needs for subordinate personnel.
- Directs the evaluation of new products.
- Administers safety and in-service training programs.
- Oversees and participates in updating the data management system used to keep track of transactions pertaining to custodial, gardening, landscaping, tree maintenance, and pest management.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Operations Program Manager is responsible for the day-to-day management of custodial, gardening, landscaping, tree maintenance, and pest management operations of an assigned Maintenance and Operations area or central office.

The Deputy Director of Facilities Maintenance and Operations directs the activities of central maintenance and operation services and assists with the District-wide administration and coordination of special projects, long-range planning, operational planning, and control of standards for facilities, equipment, tools, and materials.

SUPERVISION

An Operations Program Manager receives general direction from an Area Facilities Services Director. General supervision is exercised over subordinate operations supervisors and employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, management, and supervision
- Current practices, processes, and materials utilized in custodial, gardening, landscaping, tree maintenance, and pest management functions
- District and State standards and legal provisions governing the above programs, budgeting, and finance
- CAL-OSHA requirements as they affect operations activities
- Applicable local and State codes and safety regulations
- Basic District personnel rules, regulations, practices, and policies
- Pertinent sections of District collective bargaining agreements
- Data management systems
- Microsoft Office

Ability to:

- Plan, direct, and coordinate various programs
- Work effectively with site administrators and other school-based stakeholders, Complex Project Managers, other District management personnel, and the public
- Interpret and express policies, regulations and other matters clearly and concisely in writing and orally
- Analyze and evaluate the effectiveness of plans, policies, programs, and new products
- Coordinate and conduct training programs
- Represent the District at a wide range of meetings with other school districts, vendors and other custodial, gardening, landscaping, tree maintenance, and pest management industry representatives
- Analyze and interpret computerized management information reports
- Estimate material and labor costs
- Work well under pressure on multiple priorities and short deadlines
- Maintain confidentiality

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency. Sixty semester units or equivalent quarter units from a recognized college or university including courses in the areas of Business Administration, Public Administration, or related field is highly preferable.

Experience:

Two years of experience supervising and coordinating District-wide or area-based custodial, gardening, landscaping, tree maintenance, and/or pest management activities.

Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.

Revised
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