
Position:	Director, Plant Operations	FLSA:	Exempt
Department/Site:	Plant Operations	Salary Grade:	53
Reports to/Evaluated by:	Assistant Superintendent, Facility Services	Salary Schedule:	Classified Management

SUMMARY

Under administrative direction; plans, directs, manages, and oversees the activities and operations of the Plant Operations Department including maintenance, major deferred maintenance and engineering, custodial, and ground maintenance; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant Superintendent, Facility Services.

DISTINGUISHING CAREER FEATURES

Exercises direct supervision over management, supervisory, and work control staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes full management responsibility for all Plant Operations Department services and activities including maintenance, custodial, grounds maintenance, and work control. Recommends and administers policies and procedures. Responds to and resolves difficult and sensitive citizen inquires and complaints.
- Manages the development and implementation of the Plant Operations Department goals, objectives, policies, and priorities for each assigned service area. Establishes, within District policy, appropriate service and staffing levels. Allocates resources accordingly.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures. Assesses and monitors workload, administrative and support systems, and internal reporting relationships. Identifies opportunities for improvement. Directs the implementation of changes.
- Represents the Plant Operations Department to other departments, elected officials and outside agencies. Explains, justifies and defends Department programs, policies, and activities. Negotiates and resolves sensitive, significant and controversial issues.
- Selects, trains, motivates and evaluates Plant Operations Department personnel. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline and termination procedures.
- Plans, directs and coordinates, through subordinate level managers, the Plant Operations Department's work plan. Meets with management staff to identify and resolve problems. Assigns projects and programmatic areas of responsibility. Reviews and evaluates work methods and procedures.

- Manages and participates in the development and administration of the Plant Operations Department budget. Directs the forecast of additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approve expenditures. Directs the preparation of and implement budgetary adjustments as necessary.
- Coordinates Plant Operations Department activities with those of other departments and outside agencies and organizations. Provides staff assistance to the District Superintendent, Assistant Superintendent and the Board. Prepares and presents staff reports and other necessary correspondence.
- Participates on a variety of boards and commissions. Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the field of plant operations.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Prepares costs, time, and labor estimates. Assists in the preparation of plans and bids for major construction projects. Contracts for labor and materials. Manages contracts for the Department.
- Supervises the preventive maintenance program. Provides long range planning in computerized maintenance operations.
- Monitors compliance with appropriate laws, codes, and regulations. Monitors, reviews, and implements Asbestos, hazardous materials, and Energy Management Programs.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Thorough knowledge of operational characteristics, services and activities of a comprehensive plant operations program. Requires knowledge of organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs. Must be familiar with modern and complex principles and practices of program development and administration. Requires knowledge of advanced principles and practices and municipal budget preparation and administration. Must know pertinent Federal, State, and local laws, codes and regulations. Must have knowledge of the principles of supervision, training and performance evaluation, modern and complex principles and practices of facility management. Must be knowledgeable regarding modern and complex principles and practices of installation, operation, maintenance, and repair of heating, air conditioning, electrical, plumbing, carpentry, masonry, painting, locksmithing, welding, refrigeration, and other mechanical systems. Must have knowledge of contract negotiations and management, Uniform Building Code, including public school building regulations for the handicapped. Must have knowledge regarding the District's organization, operations, policies, and objectives.

Abilities: Requires the ability to plan, organize, direct and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility. Must be able to select, supervise, train and evaluate staff. Must be able to provide administrative and professional leadership and direction for the Plant Operations Department. Requires the ability to identify and respond to issues, concerns and needs. Requires the ability to develop, implement and administer goals, objectives, and procedures for providing effective and efficient operations, construction and engineering services. Must be able to prepare and administer large and complex budgets and allocate limited resources in a cost effective manner. Requires the ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Must be able to conduct research, analyze, and evaluate new service delivery methods, procedures and techniques and prepare clear and

concise reports. Must be able to interpret and apply Federal, State and local policies, procedures, laws and regulations. Requires the ability to read, understand, and interpret plans, blueprints, and specifications for building and grounds projects. Must be able to prepare cost estimates, write construction or equipment specifications, and prepare bids. Must be able to communicate clearly and concisely, both orally and in writing. Requires the ability to establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Seven years of increasingly responsible experience in the maintenance and construction of buildings, grounds and facilities preferably in a school district including four years of supervisory responsibility.

Education: Requires a Bachelor's degree from an accredited college or university with major course work in engineering, architecture, industrial technology or a related field.

Licenses and Certificates: A valid California driver's license.