

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SUPERVISOR – HEAD START OPERATIONS SUPPORT SERVICES/RESTRICTED

BASIC FUNCTION:

Under the direction of the Manager-Head Start Planning and Support, organize and direct the work activities of facility maintenance, custodial activities and staff of the Santa Clara County Office of Education's Head Start program; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:



Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization and direction of operations and activities involved in the maintenance, repair and cleaning of buildings, facilities and equipment within the County Head Start program.

~~Proper methods, techniques, materials, tools and equipment used in building maintenance~~

trades.

Use and terminology of requisitions, purchase orders, invoices and other documents.

Organizational operations, policies and objectives.

Requirements of maintaining buildings, facilities and equipment in good repair.

Applicable building codes, ordinances, requirements, regulations and safety precautions.

~~Inventory practices and procedures~~

Any combination equivalent to: graduation from high school supplemented by specialized training in building maintenance or a related field and two years increasingly responsible experience performing journey-level maintenance and repair activities.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a variety of tools and equipment