

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: SUPERVISOR – MAINTENANCE & OPERATIONS**

**BASIC FUNCTION:**

Under the direction of the Director III-General Services, organize and direct the activities and operations of the SCCOE Maintenance and Operations Department.

implementation of corrective actions in response to fire code violations as needed.

Inspect work performed for quality control; determine and assign staff using workload formulas; respond to requests for vacation, leaves of absence, and uniforms; communicate with human resources administration, site administrators and labor union representatives regarding performance standards, staff assignments and transfers; provide and/or coordinate in-service training to staff in safe and effective methods and techniques and in the appropriate use and storage of equipment.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities; review daily patrol reports from security contractor and resolve issues as necessary.

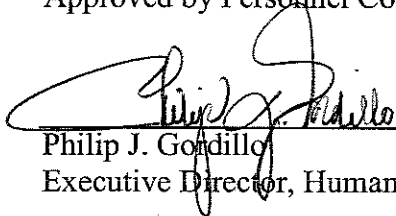
Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Research products and methods for facility projects to determine appropriate solutions; prepare Statement of Work and bid documents for projects.



Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to inspect projects and read a variety of materials.  
Sitting or standing for extended periods of time.  
Walking to inspect projects

Approved by Personnel Commission: June 23, 2011

  
Philip J. Goddillo  
Executive Director, Human Resources

7/01/11  
Date