

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III GENERAL SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plans, organizes, controls and directs the General Services Department including, facilities, transportation, special education, maintenance and operations and custodial services for the SCCOE. Supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Plans, organizes, controls and directs the General Services Department including facilities management, special education transportation, maintenance and operations and custodial services for the SCCOE.

Provides technical information and assistance to the Chief Business Officer regarding Department activities, projects, needs and issues; assists in the formulation and development of policies, procedures, and programs.

Supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommend transfers, reassignment, termination, and disciplinary actions; develops employee schedules, coordinates subordinate work assignments and reviews work to assure compliance with established requirements and procedures; coordinates and oversees the work of outside contractors.

Coordinates and directs construction, Department

of construction contracts; adherence and approval of Departmental Business Services,

loss and acceptability of insurance and indemnification in

reviews contracts for exposure to risks and ensures compliance with applicable State, Federal and local laws.

trends and plan direction for Office and/or participates in planning for external agencies.

Plans, organizes and implements long and short range General Services programs and services, including maintenance of facilities forecast

Directs the planning, development, scheduling, design and implementation of construction, modernization, and remodeling projects; prepares and develops plans and specifications; coordinates construction and renovation projects with personnel, outside contractors, architects, school districts, project managers, governmental agencies and others.



Plans, organizes, controls direct and monitor the bidding process for supplies, equipment and construction and maintenance projects; prepare related bidding documents; approve purchase orders as appropriate.

Estimates and assures adequate personnel, materials, contractors, and equipment needed for planning, construction, maintenance, repair, and custodial functions; compiles and prepares cost estimates; monitors and assures adequate inventory levels of equipment and supplies.

Plans, organizes, controls, and directs activities to assure facilities are cleaned and maintained in a safe and orderly condition; coordinates, directs and participates in the inspection of County Office buildings, grounds and facilities to identify maintenance and repair needs; directs preventative maintenance functions; coordinates and directs response to emergency custodial and maintenance needs.

Coordinates and directs cleaning and installation, maintenance and repair projects in areas such as electrical work, plumbing, carpentry, HVAC, and painting;



State School Construction Programs and State Contract Compliance laws and regulations.

California Environmental Quality Act.

Health and safety regulations and procedures.

California Uniform Public Construction Cost Accounting Act Policies and Procedures

California Education Code and other applicable laws, codes, rules, regulations, policies, and procedures related to construction, maintenance, and related activities.

Architectural and engineering plans and specifications.

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

Requirements of maintaining County Office buildings, facilities, grounds, and equipment in a safe, clean and orderly condition.

Health and safety regulations and procedures.

Methods, practices, and procedures of pupil transportation, purchasing, bid processes, contract administration

Management and leadership techniques.

Budget preparation and co



Prepare comprehensive narrative and statistical reports and presentations.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

LEADERSHIP TEAM COMPETENCIES:

Develops and fosters effective individuals and teams.
Operationalizes the organizational vision, mission, goals, shared values, and guiding principles.
Demonstrates emotional intelligence.
Models inclusive, effective, and authentic communication.
Applies knowledge of the intersectionality of race, equity, and inclusion.
Builds and sustains positive, trusting relationships.
Conducts SCCOE operations with the highest moral, legal, and ethical principles.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree in business administration or related field and eight years increasingly responsible procurement processes, maintenance and operations, real property negotiations, construction and modernization experience including five years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011
Revised 5/9/12, 9/14/22



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 9/14/22

