

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED AUGUST 2019**  
**RANGE: 57.5**  
**CLASSIFIED**  
**CODE: 2, 3**

### **FACILITIES SUPPORT OPERATIONS SPECIALIST**

#### **DEFINITION**

Under supervision of the Director of Facilities, the Facilities Support Operations Specialist is responsible for ensuring the continued, efficient operations of facilities and resources owned or supported by the Office of the Kern County Superintendent of Schools (KCSOS).

The Facilities Support Operations Specialist will assist in the planning and development of KCSOS facility projects and any other facility-related duties as assigned.

This includes working closely with the KCSOS Facilities Department staff and divisions to plan and provide technical expertise and assistance with facility-related issues.

In addition, the Facilities Support Operations Specialist will provide property management assistance of all multi-tenant and multi-department facilities.

The Facilities Support Operations Specialist will also provide project and contract management of various facilities construction projects.

#### **EXAMPLES OF DUTIES**

The Facilities Support Operations Specialist is responsible for managing the operations and activities of KCSOS construction projects, alterations, and improvements;

work with contractors and vendors for building systems repair and new installation projects;

provide assistance with modernization projects of KCSOS and district facilities;

coordination of day-to-day Facilities-related responsibilities;

work with Facilities Department to organize major installations, assist with staff relocations, and manage projects as assigned;

negotiate pricing and contracts and place orders for various facility related items;

provide project oversight and supervision of both large and small facilities projects;

provide technical recommendations related to construction and planning functions;

coordinate work with KCSOS staff, contractors, and external consultants to ensure effective support for large-scale property management and development projects;

responsible for performing annual county office Williams site visits as directed by Director of Facilities;

#### **QUALIFICATIONS**

##### Knowledge of:

Extensive familiarity with contract management and construction process;

knowledge of and experience in facility-related issues.

Ability to:

Organize, manage and plan for a complex organization with a variety of critical responsibilities;

perform on-site construction evaluations;

interact successfully with senior staff and managers in pressure filled situations such as presentations and special events;

provide on-the-job instruction in customer relations and project management techniques;

work with business office staff on service and equipment proposals and contracts;

work effectively with tenants of KCSOS on project management.

Experience:

A total of five (5) years experience in one or more of the following:

Contract management and construction principles and practices.

Facility and construction-related issues.

Education:

Bachelor's degree required, but may be waived with ten (10) or more years of experience as listed above.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

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