

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW/PENDING APPROVAL JULY 2022
SCHEDULE: #85/84
RANGE: 12.5
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 6, 8**

ZOO FACILITIES AND OPERATIONS MANAGER - CALM

DEFINITION

Under general supervision, the Zoo Facilities and Operations Manager will be responsible for overseeing all daily scheduled tasks, including grounds, custodial, and facilities, to ensure that the zoo is operational for entering guests.

EXAMPLES OF DUTIES

Support the planning and strategic implementation of all maintenance programs relating to the interior, exterior, site conditions, and appearance of the zoo facilities in coordination with the KCSOS Maintenance & Operations division;

responsible for implementing and maintaining a Preventative Maintenance schedule, including pest and weed control, annual testing of fire detection, monitoring, and prevention systems, and fire extinguishers, security systems and staff/guest first aid;

administer ongoing vendor relationships and conduct research, provide recommendations, and submit Requests for Proposals (RFP) for all future needs;

coordinate and collaborate with other zoo departments and outside contractors on various projects;

maintain inventory and order supplies for assigned zoo departments;

collaborate with KCSOS Technology department to troubleshoot, and support technology infrastructure needs;

ensure information for all documentation and reports are complete, accurate, and on time;

conduct all activities in alignment with accreditation standards and guidelines, all relevant local, state and federal laws and regulations, safety standards, and standards that ensure animal welfare and a safe guest experience;

handle all aspects of procurement for the facilities department including maintenance, construction and events; assist other operational departments with purchasing/procurement, budget reconciliation as assigned;

oversee CALM Memorial Programming;

other various duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, techniques, materials, tools, and equipment used in maintenance, grounds, and custodial work;

safe working methods and procedures;

principles, methods, and procedures of organization, supervision, evaluation procedures and employee motivation.

Ability to:

Schedule, coordinate and supervise work of outside contractors;

manage and maintain a budget;

function independently and as a team member;

work weekends, holidays, and extended hours as needed;

solve problems efficiently and effectively under pressure;

complete trainings and seek out opportunities to advance technical, leadership and project management skills;

work collaboratively with all KCSOS employees, departments, and divisions.

Experience:

Three (3) years of increasingly responsible experience overseeing operations of a zoological or tourism focused facility.

Education:

Bachelor's Degree.

Five (5) additional years of comparable experience can be substituted for the degree requirement.

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 is overtime exempt and has a probationary period of one year.

CP: mm

7/8/2022

G:\Zoo Facilities and Operations Manager - CALM.docx