

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2023
SALARY SCHEDULE: #85
RANGE: 20.00
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 3, 6, 7, 8, 9

MANAGER – OPERATIONS

DEFINITION

Under supervision of the Director of Maintenance and Operations, oversee, plan, schedule, coordinate, lead, and perform semiskilled and skilled operations, and custodial service tasks associated with the operation of multiple facilities across a large geographic area.

EXAMPLES OF DUTIES

Lead, mentor, and manage a large team of custodial employees across Kern county, including recruitment, training, and performance evaluations;

develop and implement operational procedures, quality assurance programs, schedules, and guidelines to ensure the cleanliness and maintenance of educational facilities;

monitor and assess the quality and efficiency of custodial services, making continuous improvements as needed;

analyze and resolve emergent issues and assist workers in solving work related problems;

assist in the preparation and management of the annual budget for custodial services, ensuring optimal resource allocation and cost control;

procure necessary cleaning supplies, equipment, and services while adhering to budget constraints;

coordinate with other departments and external vendors to support facility maintenance;

communicate and interact with administration at KCSOS worksites regarding needs at the sites and schedules of custodial staff;

ensure compliance with all safety, health, and environmental regulations, including proper handling of hazardous materials and waste disposal;

assist with the development of safety protocols and procedures, including emergency response plans.

QUALIFICATIONS

Knowledge of:

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

rules, regulations, and operational procedures pertaining to custodial services;

safe working methods and procedures;

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

Ability to:

Lead and coordinate custodial personnel and foster a positive and productive work environment promoting teamwork and professional development;

plan, organize, coordinate, and supervise a comprehensive custodial program;

implement continuous improvement initiatives to meet or exceed established cleanliness standards;

provide technical input and support concerning various operational tasks associated with custodial activities, and other facility operations-related issues;

skillfully use a variety of tools and equipment utilized in basic custodial work;

generate reports and maintain records related to custodial activities and expenditures;

understand and carry out oral and written directions;

hear within normal limits;

stand, use hands to handle or feel;

reach hands and arms overhead;

operate standard office equipment including a computer and assigned software;

establish and maintain cooperative working relationships;

lift 50 lbs., bend, crawl, work overhead, climb ladders, and work in outdoor conditions.

Experience:

Minimum of (4) years of experience as a skilled custodian, including one year in a supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade.

Conditions of employment:

A preplacement medical assessment, at office expense, is a condition of appointment after all other required job conditions have been met.

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: rn

11/14/2023

G:\Manager – Operations.docx