

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 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

Responsible for all daily scheduled facilities tasks, ensuring that the zoo is operational for entering guests, including grounds, custodial and facilities tasks;

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 KCSOS Maintenance & Operations;

responsible for implementing and maintaining Preventative Maintenance, 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 research, recommendations, and Requests for Proposals (RFP);

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

maintain inventory and order supplies for all zoo departments;

collaborate with KCSOS Technology department to develop, 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 overtime as needed;

solve problems efficiently and effectively under pressure;

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

provide helpful feedback and recommendations to the Director of Maintenance and Operations concerning the hiring, promoting and termination of facilities staff.

Experience:

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

Education:

College degree or five (5) years of related experience.

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

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