

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Specialist, District Facility Operations	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Specialist II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9748	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Operations Support Services	<b>SALARY:</b>	Range 5 Salary Schedule A
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b>	06-08-11
		<b>CABINET REVISION:</b>	01-26-18

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**BASIC FUNCTION:**

Supervise, plan, organize, coordinate, inspect, and direct the activities of the Operations Support Services Department, which provide clean and safe buildings.]TJandch

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, correspondence, and files related to assigned services, activities, and operations; operate a computer. **E**

Represent Operations Support Services to other departments, the community, schools, and outside agencies; explain department programs, policies, and activities; assist with resolving sensitive, significant, and controversial issues; model district standards of ethics and professionalism. **E**

May attend and participate on a variety of boards and commissions; attend and participate in professional group meetings; respond to and resolve difficult and sensitive citizen inquiries and complaints. **E**

Keep abreast of new trends, equipment, products, and innovations in custodial and plant operations. **E**

Provide technical expertise, information, and assistance to Maintenance and Operations management staff. **E**

Attend workshops and training sessions as required. **E**

Supervise, train, evaluate, and hold accountable the performance and professionalism of assigned staff; interview, select, train, motivate, and evaluate employees to correct deficiencies; implement discipline and termination procedures; recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate staff training. **E**

Operate a variety of power and hand tools and equipment on an emergency basis to ensure the safety and security of district buildings and grounds; respond to emergency and non-emergency calls as needed. **E**

May be required to work an alternate schedule. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: b  
in engineering, architecture, industrial technology, or a related field, OR six years of increasingly responsible

Effective oral and written communication skills.  
Principles and practices of management, supervision, and training.  
Evaluation approaches, strategies, and techniques.  
Operation of a computer and related software.

**ABILITY TO:**

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient operations and support services; identify and respond to issues, concerns, and needs.  
Conduct research, analyze, and evaluate new service delivery methods, procedures, and techniques.  
Plan, organize, direct and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.  
Provide professional leadership and direction for Operations Support Services related to assigned area.  
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Read, understand, and work from blueprints, sketches, shop drawings, and diagrams.  
Establish and maintain effective working relationships with staff, parents, and the public.  
Communicate effectively, both orally and in writing.  
Interpret, apply, and explain rules, regulations, policies, procedures, and federal, state, and local laws.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Prepare comprehensive narrative and statistical reports; plan and organize work to meet schedules and deadlines.  
Supervise, train, and evaluate the performance of assigned staff.  
Operate a computer and related software.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**