

**JOB DESCRIPTION**  
**January 2025**

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

**OPERATIONS SPECIALIST**

**General Purpose:**

An Operations Specialist is responsible to the County Superintendent and works under the direct supervision of the assigned manager(s). The Operations Specialist is responsible for keeping the buildings, grounds, equipment and inventory clean, orderly, properly maintained, safe, and secure. This position will assist skilled maintenance, landscaping and custodial staff as directed in performing skilled and semi-skilled tasks in the upkeep and repair of facilities. In the absence of the Lead Custodian, provide coverage as needed.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as needed:

- Assist skilled maintenance personnel with general facility repairs.
- May be required to perform more complicated facility repairs in conjunction with skilled maintenance staff.
- May perform a variety of semi-skilled troubleshooting, repairs and maintenance duties related to facilities and buildings.
- Delivers and picks up a variety of items (e.g. supplies, mail, student meals, packages, furniture, etc.) for the purpose of distributing materials to the appropriate locations.
- Sorts, distributes and processes incoming and outgoing mail.
- Builds and delivers equipment and furniture using power tools as necessary.
- Moves and assists in moving furniture and equipment at various facilities/sites.
- Assists in obtaining quotes for services from outside vendors.
- Assists with special projects as directed.
- Maintains a clean orderly work site.
- Cleans and sanitizes assigned facilities for the purpose of maintaining a sanitary, safe and attractive environment.
- Prepares facility for daily operations (e.g., opening doors, unlocking elevators, raising/lowering flags).
- Operates a variety of cleaning equipment.
- Cleans and replaces fixtures, as necessary.
- Washes interior and exterior windows.
- Evaluates custodial supplies; requests and replenishes supplies as appropriate, for the purpose of maintaining inventory and ensuring availability of items as needed to properly maintain facilities.
- Cleans and maintains outdoor areas.
- Reads and interprets directions.
- Maintains current Safety Data Sheet (SDS) binder(s).
- Sets up and takes down rooms for special events.
- Secures buildings for closure.
- Assists with year round landscaping activities and gardening duties for the purpose of preserving the grounds in a healthy, attractive, and safe condition.
- Performs maintenance and minor repairs to irrigation and other landscaping systems.
- Responsible for maintaining landscaping supplies.
- Applies household chemicals to control weeds and pests.
- Operates and maintains various types of equipment/machinery in performing grounds maintenance.

## **OPERATIONS SPECIALIST/PAGE 2**

- Notifies management concerning need for major repairs or additions to lighting, heating, and ventilation equipment.
- Changes heating and air conditioner filters and sets/programs thermostats as required.
- Makes minor non-technical repairs; reports the need for repairs.
- Check appliances and equipment as to operational safety.
- In the absence of the Lead Custodian, provide coverage for PCOE's needs.

### **Minimum Qualifications:**

#### **Employment**

##### **Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

##### **Education:**

- High School diploma or equivalent.

##### **Experience**

- Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain such knowledge and abilities would be: one (1) year of responsible experience in a related position(s).

### **Knowledge, Skills, and Abilities:**

- Knowledge of basic landscaping.
- Knowledge of cleaning equipment, tools, materials and supplies used in cleaning facilities.
- Knowledge of proper methods of storing equipment, materials and supplies.
- Knowledge and ability to sort and file.
- Knowledge and ability to assemble a variety of items and equipment.
- Ability to drive a forklift and box van.
- Knowledge and ability to operate a variety of mechanical custodial equipment.
- Skills in Microsoft Office Suite.
- Skills to perform supplies maintenance.
- Skills to organize and perform building maintenance and security.
- Ability to communicate to site administrators and supervisor custodial needs, schedules and concerns.
- Ability to perform simple and repetitive tasks.
- Ability to drive an automobile.
- Ability to work overtime as needed.

### **Required Testing:**

- Applicants may be tested.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

## OPERATIONS SPECIALIST/PAGE 3

### Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

### Work Environment:

- Work is performed in an office or school environment, as well as outdoors and in a shop environment; continuous contact with staff, and representatives of other agencies.
- May come into contact with biological and hazardous waste.

### Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling and facility to stand and walk for extended periods.
- Manual dexterity to operate a telephone and enter data into a computer and operate power and motorized equipment.
- Facility to appropriately lift and move objects up to 50 lbs.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

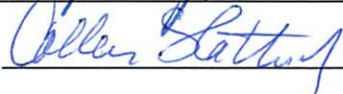
**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 26.0

Reviewed and Approved:

Supervisor:  Date: 1-6-25

Human Resources:  Date: 1-6-25