

JOB DESCRIPTION
April 2025

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

COORDINATOR, MAINTENANCE AND OPERATIONS

General Purpose:

The Coordinator, Maintenance and Operations is responsible to the County Superintendent and works under the direct supervision of the assigned Cabinet level manager. The Coordinator, Maintenance and Operations plans, implements, directs and maintains the County Office of Education's Maintenance, Operations and Transportation services. The Coordinator, Maintenance and Operations provides technical support in the administration of the Placer County Office of Education (PCOE) facilities construction and related activities offered to school districts; assists in activities related to the use of PCOE property and by PCOE of public and private property; and performs tasks in the preparation, collection, processing and maintenance of a wide variety of information, manages maintenance staff and operations, coordinates the planning, implementation and close-out of PCOE's construction projects; and addresses other administrative duties and processes required to maintain and expand the use and construction of facilities by PCOE. This is a classified management position.

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

- Completes a variety of administrative processes for the purpose of preparing budgets and reports, and authorizing financial transactions, including purchase orders and requisitions.
- Tracks, monitors, and encumbers funds using facilities tracking software and financial information systems related to PCOE facilities programs and projects.
- Ensures the processing of invoice payments for PCOE facility services.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Prepares a variety of reports and documents related to the planning, implementation and the close-out of PCOE construction projects and the conveyance of information.
- Researches laws, regulations, funding sources, etc. for the purpose of recommending purchase, negotiating contracts, funding construction projects, and for managing PCOE's facility support activities offered to school districts.
- Assists with Office of Public School Construction (OPSC), California Department of Education (CDE) and Division of State Architect (DSA) applications and submittals and with forms required for funding reimbursement and project closeout.
- Compiles technical studies for the purpose of calculating facility needs and/or costs. Examples of such assistance include: Student Enrollment and Demographic projections, Capital Improvement Plans, New Construction and Modernization Eligibility and Financial Hardship calculations.
- Maintains a database of facilities leased to PCOE and by PCOE involving public and private owners of property.
- Maintains files on facility construction projects including project funding documentation.
- Prepares a wide variety of written documents (e.g. reports, applications, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

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- Presents information (e.g. budget overviews, accounting processes, distribution formulas, master plans, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches laws, regulations, funding sources, etc., for the purpose of recommending purchases, contracts and maintaining countywide services.
- Directs a wide variety of programs for the purpose of ensuring county office and school district compliance with local, state, and federal regulations and meeting PCOE goals.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information.
- Obtains data for federal, state and local reimbursements and maintains regulatory compliance.
- Assists other personnel in the completion of their work activities as required by the County Superintendent or designee.
- Manages the preparation and processing of contracts related to facility construction, facility support services and the leasing of public and private property.
- Coordinates and contracts with storm water consultant and districts to provide countywide storm water programs and training.
- Organizes workshops and presentations and in preparing correspondence and agreements related to PCOE's construction and facilities support activities offered to school districts. Responsible for energy and water conservation programs, e.g. Prop 39.
- Collaborates with others (e.g., school districts, City Council, Planning Commission, developers, etc.) for the purpose of implementing and maintaining services and/or programs and negotiating school facility plans.
- Coordinates various activities (e.g., facility master plans, designation and acquisition of new sites, environmental studies, etc.) for the purpose of ensuring availability of facilities/equipment and financing to fund the county offices' facilities and construction services.
- Develops long and short-term range plans/programs for the purpose of ensuring that district resources are effectively utilized.
- Directs department functions for the purpose of prioritizing project deadlines.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently; specifications for major capital improvements are within local/state/federal regulations; and approves inspection reports and payment requests.
- Participates in meetings, workshops and/or seminars (e.g. Planning Commission, Board, City Council, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates asbestos and lead inspections for school/office sites, including plan implementation of all periodic inspections for existing sites with adherence to Asbestos Hazard Emergency Response Act (AHERA) and California Occupational Safety and Health Administration (CALOSHA) compliance, and Water Quality Assurance.
- Inspects buildings on a regular basis for the purpose of identifying conditions in need of repair and alerts Maintenance and Operations.
- Coordinates and monitors work and services performed by outside vendors related to construction management services for PCOE construction projects.
- Reviews and carries out plans for minor building remodeling and other work in conjunction with PCOE's Maintenance and Operations department.
- Coordinates the design, construction, reconstruction, alteration, inspection, relocation and assists with project close-out of school facilities including the construction of new school facilities, portable classroom buildings and other county office facilities.

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- Inspects new construction, repair work, projects, equipment, and supplies for the purpose of ensuring that jobs are completed efficiently and within applicable regulations; and approves inspection reports and payment requests.
- Coordinates annual Williams Act facilities inspections, and submits reports for school districts.
- Supervises all assigned programs and personnel for ensuring individual performance objectives are met, including the evaluation of work assigned for routine repair and maintenance and up to date custodial standards.
- Monitors a variety of administrative processes for the purpose of preparing budgets and reports, and authorizing financial transactions.
- Collaborates with others for the purpose of implementing and/or maintaining services or programs.
- Inspects buildings, grounds, machinery and equipment on a regular basis for identifying conditions in need of repair; acquires materials and equipment necessary to satisfactorily complete projects.
- Responds to emergency maintenance calls after regular work hours as required for the purpose of providing emergency repairs or services. Works a variety of shifts, odd hours, or on weekends when necessary to supervise workers or make emergency repairs.
- Serves on PCOE's employee safety committee for the purpose of documenting activities, providing written reference and/or conveying information for the purpose of identification and resolution of issues.
- Identifies and manages resolution of air quality issues.
- Develops and manages programs for regular preventative maintenance for facilities, equipment and vehicles.
- Completes and submits annual Roseville City RDA report.
- Prepares annual informal bidding notifications and maintains contractor database.
- Creates, modifies, and manages RFQ/RFP process for architect and contractor selection.
- Creates and modifies project contract documentation.
- Prepares, and manages sale of surplus portable buildings to districts.
- Prepares legal notices, notice to contractors for building projects and annually for informal bidding.
- Creates, prepares, and files Notice of Completion for completed construction projects.
- Creates and write Will-Serve Letters for Districts.
- Serves as Designated Integrated Pest Management (IPM) Coordinator for PCOE, ensures compliance and providing annual compliance reporting to California Department of Pesticide Regulation (DPR).

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:

- A High School diploma or equivalent is required.
- A Bachelor's degree in a related field is preferred.

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Experience:

- Job related experience with demonstrated, increasing specialized knowledge and abilities is required.

Knowledge, Skills and Abilities:

- Knowledge of data base application/computerized accounting and budget systems as relevant to assigned responsibilities.
- Knowledge of theory, principles and practice of facility planning for public education as relevant to assigned responsibilities.
- Knowledge of state architect approval process as relevant to assigned responsibilities.
- Knowledge of bidding process as relevant to assigned responsibilities.
- Knowledge of applicable codes, ordinances and regulations as relevant to assigned responsibilities.
- Knowledge of general office procedures and practices including report writing, English usage, spelling, grammar and punctuation.
- Knowledge of computer databases i.e. Microsoft Office Suite.
- Knowledge of practices and procedures in developing storm water pollution plans and testing.
- Skills necessary to perform multiple technical tasks with an occasional need to upgrade skills due to changing conditions.
- Skills necessary to interpret data and utilize pertinent software.
- Skills necessary to coordinate with other agencies.
- Ability to routinely gather, collate, and/or classify data.
- Ability to use basic job related equipment using standard methods of operation.
- Ability to design, interpret and apply basic construction documents.
- Ability to analyze data utilizing various processes, some of which may be undefined.
- Ability to work with a significant diversity of individuals and/or groups under a wide variety of circumstances.
- Ability to write and speak effectively.
- Ability to establish and maintain effective working relationships with all PCOE personnel, and public and private agencies.
- Ability to analyze situations and develop appropriate recommendation for action.
- Ability to initiate, plan and carry work through to completion.
- Ability to operate computers.
- Ability to work additional hours periodically.
- Ability to travel locally.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

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

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

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Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- 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.

FLSA Status: Exempt

Employee Group: Management

Salary Grade: Level 8

Reviewed and Approved:

Superintendent:



Date: 4/16/25

Human Resources:



Date: 4/15/2025