CLASS TITLE: **OPERATIONS MANAGER, Maintenance & Operation**

WORK YEAR: **221 workdays**

VACATION: **27 Days**

REPORTS TO: **Director of Maintenance, Operations and Transportation**

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations and Transportation (M.O.T); oversee the daily operations of the M.O.T work control center, manage the use, data collection and analysis of all district utilities, insure all site personnel and operational practices adhere to state and local safety standards and compliance regulations. Position is subject to an on call emergency stand by rotation and possible after hour response.

REPRESENTATIVE DUTIES:

- Work closely with other department managers to establish, maintain, evaluate and adjust standard operating procedures (SOP's) that continually improve operations across M.O.T. Including but not limited to; workflow practices that insure quality customer service, fuel procurement and management, incident and injury reporting, employee staff development training opportunities and record keeping.

- Manage the administration of various departmental information systems such as; M.O.T work order system, energy management system, digital inspection tools, mobile work devices and act as a custodian of records.

- Assist in the development of effective preventative maintenance schedules and is responsible for asset tracking and life cycle costing.

- Develop and manage effective metrics and KPI's. Prepare and deliver various written and oral reports to communicate key results, operational improvement strategies, and budget implications to board or senior management.

- Oversee the Maintenance Coordinator – Dispatcher to insure all daily work requests for routine and emergency repairs are received and processed and all calls are taken and fielded in a consistent courteous and helpful manner, fleet fuel inventory is maintained, and all interdepartmental equipment is in service and available.

- Develop and manage district utility budget based on historical data and current rates. Schedule all district lighting and HVAC equipment and maintain all heating and cooling set points in accordance with school site schedules and the district energy policy. Aid the HVAC department in the operational trouble shooting using district building automation software.

- Audit monthly utility statements and insure accurate data entry into the district's energy management software. Identify, investigate, report and propose strategies to address anomalies. Regularly seek out energy conservation opportunities, calculate ROI, and submit potential energy efficiency project proposals to senior management. Identify and secure funding for director approved energy projects, implement and manage projects through completion and perform level 1 and 2 energy audits.

- Develop and maintain effective partnerships with local agencies and utility purveyors. Stay abreast of tariffs, rebates and incentives opportunities along with rate reduction programs and actively advocate for the district in any negotiated agreements.

- Continuously foster an energy conscious environment by communicating timely and relevant information to district stakeholders, and providing topic related education such as helpful tips, common practices and new technologies with enthusiasm.

- Oversee the M.O.T. Operations Safety and Compliance Officer to insure the Operations facilities and staff are in compliance and meet federal, state and local safety regulations.

- Work to create and maintain a safe, diverse and inclusive work environment for all team members and arterial staff throughout the department of Maintenance, Operations, and Transportation. Actively encourage and aide in the professional development of direct reports.

KNOWLEDGE AND ABILITIES:

- Strong customer service
- Computerized maintenance management systems (CMMS)
- Building Automation Systems
- HVAC and mechanical equipment
- Preventative maintenance planning and scheduling
- Electrical Circuits and Controls
- Reading blue prints
- Utility statement information
- Building commissioning
- Energy management software
- Data analytics
- Standard office software (Microsoft)
- Project management
- Sustainable building practices
- Public Works
- Process Management
- Safe working practices
- OSHA / Cal OSHA
- Hazardous Material Management

ABILITY TO:

- Work independently
- Set goals and track progress
- Solve complex problems
- Resolve conflict
- Manage performance
- Exercise sound judgment
- Receive and process large amounts of information
- Analyze, interpret and effectively share technical data with a non-technical audience
- Accurately compile, evaluate, and communicate financial and statistical data
- Manage many conflicting priorities and meet deadlines
- Research
- Establish and maintain positive working relationships
- Maintain knowledge of current technologies in all job related fields
- Practice innovation
- Adapt to a changing environment
- Work well under pressure

EDUCATION AND EXPERIENCE:

Graduation from high school and 7 years of experience working directly in the Commercial HVAC, Building Mechanical, Electrical or Energy Management field and 3 years of management experience is required. A bachelor's degree from an accredited college or university is desirable.

LICENSES:

Valid Class C, California driver's license is required. A Certified Energy Manager certification is preferred.

WORKING CONDITIONS:

- Work performed in an office; 75%. Work performed in the field 25%.
- Commitment to availability for work after hours; nights, weekends, holidays.

PHYSICAL REQUIREMENTS:

- Must be able to climb, bend, stoop and reach
- Must be able to walk and stand for long periods
- Must be able to push, pull and lift at least 25 pounds
- Working in confined spaces is sometimes required
- Working around energized electrical and mechanical equipment is sometimes required
- Must have dexterity of hands and fingers to operate a computer key board and mouse
- Must be able to read various forms of written materials in English and must be able to recognize different signs and symbols