

OAK PARK UNIFIED SCHOOL DISTRICT

Director of Sustainability, Maintenance, and Operations

DEFINITION

This is an 8 hour a day, twelve (12) month position

SALARY: Range D on Administrative & Confidential Salary Schedule

\$457.05 - \$514.42 per/day

Brief Description: Under general direction of the Assistant Superintendent, Business and Administrative Services, the Director assumes primary responsibility for directing, planning, implementing, and supervising the operation of the District Sustainability, Maintenance, and Operations department. The Director provides leadership for the District's sustainability, maintenance, custodial, grounds, facilities and operations programs, ensuring the health and safety of students, staff, parents and visitors, as well as direction, supervision, and evaluation of assigned personnel. The Director also performs other duties as assigned that support the overall objective of this position.

Essential Functions: Duties may include, but are not limited to, the following:

General

- Supervise, coordinate and direct the functions of the Sustainability, Maintenance, and Operations department; directs, supervises, and evaluates assigned personnel, and makes recommendations for employment and assignments of departmental personnel.
- Supervise, plan, prioritize, coordinate, and direct facility maintenance, renovation and repairs, inclusive of preventative maintenance, deferred maintenance, energy management, pest management, and hazardous waste and environmental stewardship programs for all district buildings and grounds.
- Supervise, review and evaluate the work of sustainability, maintenance, operations, grounds, facilities and custodial personnel.
- Develop and maintain high standards for all departmental services and monitor to ensure accountability.
- Work with community partners to conserve resources, implement renewable solutions and be a community leader in sustainable practices.
- Develop and maintain Sustainability, Maintenance, and Operations program resources and information on the District website.
- Provide in-service training and orientation programs as required, including focus groups for best practice-based full implementation of the OPUSD districtwide non-toxics green cleaning program.
- Determine priorities, methods and procedures for work, supply and equipment requirements.
- Determine needs for purchasing materials, supplies, equipment, and services, including oversight of universal green purchasing/procurement program.
- Report to and agendize regular meetings and communications with the Superintendent and Assistant Superintendent, Business and Administrative Services.
- Prepare and submit regular progress reports and supporting information for the Board of Education, including board agenda items in written and/or oral format, and attend Board meetings as needed.
- Formulate, allocate, and maintain departmental budget.

Sustainability Programs

- Provide leadership in continuing development and management of uniform districtwide recycling, composting and landfill-reduction system and liaison with Ventura County waste management officials and vendors.
- Develop, implement, coordinate, support, and report on Green Ribbon sustainability goals and objectives.
- Coordinate with administration, staff, teachers, custodians, students, board members, parents and staff and elected officials to sustain and promote sustainability initiatives as needed.
- Coordinate and manage the application for future sustainability-related programs, awards, and certifications.
- Explore and develop a program that involves working with student councils at the schools on ways to implement and expand green school initiatives.

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- Support assemblies and/or communications at the beginning of the school year at all District school sites about the District's waste reduction and recycling programs.
- Serve as a major participant in the monthly Environmental Education and Awareness Committee (EEAC) meetings and related communications.
- Work with the EEAC to support April Earth Week activities across the District and coordinate the annual Super Saturday Sustainability Fair.
- Lead/manage internal and external communications on OPUSD's sustainability program progress, including announcements, flyers, surveys, social media and print media, and the District website.
- Author/co-author and support sustainability-focused grant proposals and manage grants as applicable.
- Support schools with the integration of eco-literacy and sustainability principles across all grades and subjects.
- Monitor the District's solar energy project to ensure maximum efficiency and savings. Assist with education component of this program.
- Identify and assist with implementation of energy efficiency opportunities.
- Attend monthly OPUSD Wellness Council meetings, and work with the Director of Student Nutrition and the OPUSD Wellness Council to support further development of districtwide Sustainable Food System. Support student and staff well-being initiatives.
- Track and report success of the program as needed.

Maintenance and Operations Programs

- Assures that buildings and grounds are maintained in a safe condition; and respond to emergencies as required.
- Ensure compliance with the California Uniform Public Construction Cost Accounting Act (CUPCCAA) and management of vendor list.
- Direct major districtwide purchasing functions requiring formal bids or proposals for services, repair, construction, equipment and supplies; develops bid specifications, schedules bid processes, places legal notices and develops bid packages for vendor use; initiates advertisements for bids for contracts; contacts contractors on the bid lists; mails out bid packages; analyzes bids received and makes recommendations on awarding of contracts; initiate simple contracts and assume responsibility through final acceptance of contracted projects; check and inspect contractor's work to ensure compliance with District procedures, standards, specifications and building codes.
- Coordinate access and oversee management of on-line systems for work orders and facilities use.
- Review plans and procedures for a systematic preventive maintenance program for all facilities, grounds, and equipment.
- Plan, conduct, report and respond to various governmental agency requirements and inspections such as CAL-OSHA, Williams, AHERA, Storm Water, EPA, SWPPP, DTSC, OPSC, SAB, and CDE.
- Coordinate with project managers for bond-related projects.
- Coordinate the increase of drought-tolerant landscaping and water reduction strategies.
- Supervise the outside use of District facilities and grounds under the Civic Center Act and Board policy, and assure availability of facilities and services requested; develop and maintain schedule of costs; monitor the preparation of invoices, and resolve disputes regarding scheduling.
- Oversee coordination of warehouse and district delivery operations.
- Be available nights and weekends in case of emergencies.
- Perform other duties as assigned that support the overall objective of this position.

Ability to:

- Interpret and apply laws, rules, regulations, and District policy pertaining to public school district sustainability, facilities, construction, maintenance, repairs, purchasing and contracts.
- Direct and lead the operation of all phases of the preventative maintenance, deferred maintenance, energy

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- management, pest management, and hazardous waste and environmental stewardship programs.
- Develop and administer business operations departmental goals, objectives and procedures.
- Plan, direct and coordinate the work of assigned personnel, including sustainability, maintenance, custodial, grounds and clerical staff, in sustainability, maintenance, grounds, and purchasing operations.
- Select, supervise, train and evaluate departmental personnel.
- Prepare and supervise the annual business operations departmental budget.
- Analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of District and departmental goals.
- Operate a computer and modern software to develop, direct and maintain appropriate departmental maintenance and purchasing programs, and maintain necessary financial and governmental records.
- Provide information and assistance to administrators, district staff, parents, and the general public in a helpful, courteous and timely manner.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently with limited supervision.
- Plan and organize work to meet timelines in an environment with constantly changing priorities.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Estimate cost of repair and construction work.
- Interpret and work from plans and specifications.

Knowledge of:

- Principles and practices of management and supervision, including planning, organizing, assigning and reviewing work, performance evaluation and discipline, and employee selection and development.
- Sustainability planning and policy development, and green building principles, net-zero concepts, renewable technologies and applications, climate action planning.
- Pertinent federal, state and local laws, code and regulations governing public school district facilities, construction, maintenance, repairs, purchasing and contracts.
- Maintenance, construction, and landscape practices and laws affecting the construction, maintenance and repair of school buildings and grounds.
- Methods, materials and equipment used in various trades including carpentry, plumbing, painting, electrical work and in the cleaning and upkeep of school buildings and grounds.
- Modern systems and methods of landscape maintenance, including best practices-based non-toxic, environmentally-friendly applications used in weed and pest control.
- Methods and procedures of purchasing, specification development, and competitive bidding processes.

Education, Experience, and Other Requirements:

- Any combination of training, education, and experience which demonstrates the ability to perform the duties of the position as described; BA degree preferred; experience in school district management and supervision is desirable.
- Sustainability planning and policy development experience, or willingness to attend related trainings and certificate programs.
- Working knowledge of green building principles, net-zero concepts, renewable technologies and applications, climate action planning.
- Project/program development and coordination experience.
- Strong data analysis, writing and social media skills.
- Familiarity with EPA Portfolio Manager.