

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager, District Operations and Security Services	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Manager II	FLSA:	Exempt
JOB CLASS CODE:	1984	WORK YEAR:	12 Months
DEPARTMENT:	Facilities		

Train and supervise the performance of assigned staff; interview and select employees; and recommend transfers, reassignment, termination, and disciplinary actions. **E**

Conduct scheduled site inspections; inspect completed work by custodial staff for accuracy and compliance with instructions and established standards; drive a vehicle to conduct work; and assist administrators in the development of custodial standards. **E**

Coordinate the requisitioning and purchase of custodial supplies and equipment; assist in the preparation and development of the departmental budget; and control and authorize expenditures in accordance with established limitations. **E**

Manage, oversee, and coordinate the Civic Permit process. **E**

Monitor elevator repairs, fire suppression, and extinguisher servicing to ensure compliance with applicable regulations. **E**

Prepare and maintain a variety of records and reports related to assigned activities.

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Facilities Support Services. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible experience in custodial work including three years serving in a lead or supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California ; provide personal automobile and proof of insurance. Floor and arm lift 53-pounds.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Proper methods, techniques, materials, tools, and equipment used in modern custodial and maintenance work.
- Modern cleaning methods including methods of cleaning floors, blackboards, carpets, furniture, walls, and fixtures.
- Requirements of maintaining buildings in a safe, clean, and orderly condition.
- Principles and practices of administration, supervision, and training.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.
- Record-keeping and report preparation techniques.
- Inventory methods and practices.
- Basic budgeting practices regarding monitoring and control.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

Maintain confidentiality and demonstrate discretion and diplomacy.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Maintain records and prepare reports.
Speak, read, and write English at a level required for satisfactory performance.
Prepare and present oral presentations.
Maintain consistent, punctual, and regular attendance.
Move hands and fingers to operate custodial equipment and a computer keyboard.
Hear and speak to exchange information and make presentations.
Walk, sit, or stand for extended periods of time.
Use proper lifting methods.
Work independently with little direction.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Indoor and outdoor work environment; emergency call-out; and drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer