

San Mateo County Office of Education
101 Twin Dolphin Drive
Redwood City, CA 94065-1064



MANAGER, FACILITIES SERVICES

SAN MATEO COUNTY OFFICE OF EDUCATION

101 Twin Dolphin Drive, Redwood City, CA 94065-1064

An Equal Opportunity Employer

The San Mateo County Office of Education

The San Mateo County Office of Education provides leadership, coordination and a variety of instructional, business and consulting services to the County's twenty-three public school districts, charter schools, and the Community College District, thus enhancing their ability to provide quality educational programs.

The County Office of Education also serves as an intermediate link between the California Department of Education and the local districts, helping to translate state initiatives and mandates into action at the community level, and coordinating relationships among public and private agencies for the benefit of public schools.

Believe in Tomorrow, Educate Today

Located in beautiful Redwood Shores, California, the County Superintendent of Schools Office is an educational service agency serving all 23 school districts in San Mateo County with a variety of instructional, business, and consulting services that enhance the ability of school districts to provide quality education.

The SMCOE serves students enrolled in the Regional Occupational Program, Court and Community Schools, Outdoor Education and Special Education Programs. In addition, the Office of Education operates programs for early learning, and provides a variety of instructional support services for our K-12 school district clients including educational technology and staff development. Business services to districts include a full range of budgeting, accounting, payroll and finance support, information management, and Internet service.

Manager, Facilities Services

Position Overview

San Mateo County Office of Education is seeking a hands-on manager who can coordinate a broad range of facilities services responsibilities including building repair and remodel projects. Under the general direction of the Deputy Superintendent, Fiscal and Operational Services, the position will lead a team of facilities services staff who perform building custodial/maintenance work, school site and office moves and reorganizations, mail processing and delivery, meeting reservation services, and purchasing.

Major Duties

- Establish departmental project timelines and priorities; monitor and review work performance for quality, accuracy, and completeness.
- Identify facility use requirements including space needs for staff, equipment and furniture, and calculate available square footage; draw and design layouts for school site moves and office space reorganizations; coordinate school site and office relocations.
- Participate in the design and planning, and coordinate implementation of construction and remodeling projects including plumbing, carpentry, HVAC, and painting.
- Determine deferred maintenance priorities, projects, and timelines; prepare bid specifications and cost estimates, and secure vendors and service providers.
- Conduct safety inspections of buildings and grounds; coordinate response to emergency custodial and maintenance needs.
- Oversee office equipment and supply purchasing, delivery and distribution.
- Maintain alarm and building security systems, and ensure facilities meet health and safety requirements.

Competencies

The successful candidate for this position will possess knowledge, attributes, and abilities as follows:

Strong knowledge of:

- Systems and administrative procedures required to maintain a large facilities infrastructure.

- Facility operations including building use, event planning, mail and print shop services, equipment and supply procurement, and building maintenance.
- Procedures involved in writing bid specifications, retaining vendor and contractor services, and administering service contracts.
- Applicable local building and safety codes and ordinances.
- OSHA building safety statutes and regulations.
- Green building construction and layout standards including energy management and recycling.
- Field Act construction requirements.
- Hazardous material storage and use requirements.

Proven ability to:

- Define goals and objectives and prioritize projects.
- Lead and manage employees and build commitment to attain established goals.
- Plan, organize and direct work projects.
- Assess contractor work performance for quality, completeness, and adherence to the terms of contractual agreements.
- Analyze vendor and contract bids, select service providers, and projects through to completion.
- Interpret and apply codes, regulations, policies and procedures.
- Analyze situations effectively, and take appropriate courses of action.
- Communicate effectively orally and in writing.

Qualifications

The successful candidate will have any combination of education and experience equivalent to:

- Bachelor's degree in business administration, architecture, engineering, or a related field
- Five (5) years of increasingly responsible experience in facilities management involving facilities planning and design, coordinating facility construction retrofits and repairs, and building custodial maintenance.

Compensation

The salary for this position is up to \$115,200 plus a fringe benefit package that includes pre-tax Flexible Spending Account program offerings.

Application Procedure

To open an application file and be considered initially, a candidate must provide:

- **A completed San Mateo County Office of Education application available at www.calopps.org;**

(Click on Member Agencies, then click on San Mateo County Office of Education. This will take you to the Job Openings page where you may click on the job title to complete the online application: https://www.calopps.org/profile_agency.cfm?id=24&start=7)

- **A letter of interest addressing your qualifications in relation to the competencies outlined in this posting;**
- **A résumé;**

Letter of Interest and résumé may be pasted into the Additional Information area of the online application

- **The names and numbers of five (5) references who have a direct knowledge of your work.**

Extensive references including a comprehensive background check will be required of all finalists.

Selection Timeline

Application Deadline:

Friday, March 2, 2012

Application Screening completed:

Thursday, March 8, 2012

Oral Board Interviews:

Monday, March 19, 2012

Final Interviews:

Friday, March 23, 2012

Reference Checks:

Wednesday, March 28, 2012

Position Offer:

Friday, March 30, 2012

Note: The dates shown above (except for the application date) are for planning purposes, and are subject to change

Contact

Application materials must be received no later than **5:00 PM on Friday, March 2, 2012**. Please forward application materials to:

Glenn Siegel- Administrator,
Classified Human Resources
San Mateo County Office of
Education

101 Twin Dolphin Drive
Redwood City, CA 94065

(650) 802-5367

