

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Superintendent of Schools

April 25, 2012

Legislative File	
File ID Number:	12-0911
Introduction Date:	4/25/12
Enactment Number:	12-1240
Enactment Date:	4-25-12
By:	AS

TO: Board of Education

FROM: Anthony Smith, Ph.D., Superintendent 
Brigitte Marshall, Associate Superintendent, Human Resources Services and Support 

SUBJECT: Revision of a Classified Management Job Description in the Buildings and Grounds Department

ACTION REQUESTED

Approval by the Board of Education of Resolution No. 1112-0205 – Revision of Job Description for Coordinator, Buildings and Grounds.

DISCUSSION

The position of Coordinator, Buildings and Grounds is being revised to include the responsibilities of the hazardous waste removal programs and activities, and to reflect data driven analysis and reporting functions necessary to address the need to better align with the District's Strategic Plan in building a Full Service Community School District. It is being requested that the Board approve the newly revised job description of Coordinator, Buildings and Grounds as attached hereto.

FISCAL IMPACT

The position will be funded by Ongoing and Major Maintenance funds.

RECOMMENDATION

Approval by the Board of Education of Resolution No. 1112-0205 – Revision of Job Description for Coordinator, Buildings and Grounds.

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**RESOLUTION
OF THE
BOARD OF EDUCATION
OF THE
OAKLAND UNIFIED SCHOOL DISTRICT
Resolution No. 1112-0205**

Revision of Job Description
- Coordinator, Buildings and Grounds -

WHEREAS, it is the goal of the Oakland Unified School District to ensure organizational effectiveness, efficiency and accountability to further student achievement; and

WHEREAS, it is the intent of the District to develop a structure which focuses on providing high standards of service and increasing accountability across the system; and

WHEREAS, this position aligns with the Superintendent's Five Year Strategic Plan for a Full Service Community School District, and

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby approves a revised job description for the position of Coordinator, Buildings and Grounds as set forth in the attachment, which is incorporated herein by reference as though fully set forth, effective 12:01 a.m., April 26, 2012:

Passed by the following vote:

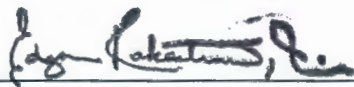
AYES: David Kakishiba, Gary Yee, Christopher Dobbins, Alice Spearman,
Vice President Jumoke Hinton Hodge and President Jody London

NOES: None

ABSTAINED: None

ABSENT: Noel Gallo

I hereby certify that the foregoing is a full, true and correct copy of a Resolution passed at a Regular Meeting of the Board of Education of the Oakland Unified School District held April 25, 2012.



Edgar Rakestraw, Jr.
Secretary, Board of Education
Oakland Unified School District

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OAKLAND UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Coordinator, Buildings and Grounds	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Buildings and Grounds	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR/HOURS	261 days/7.5 hours (FT) or as assigned
ISSUED:	Created: April 2010 Revised: April 2012	SALARY GRADE:	ADCL 16

BASIC FUNCTION: Assist the immediate supervisor to coordinate and provide work direction for day-to-day operations of Buildings and Grounds to ensure all school sites and facilities are properly maintained.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

E = Essential Functions

Coordinate, develop, and implement day-to-day work schedules to ensure timely delivery of buildings and grounds services; monitor, analyze and modify activities in response to project progress; inspect completed projects for accuracy, completeness and compliance with established plans, standards, requirements and specifications; assure employee understanding of established requirements. **E**

Coordinate activities to assure District facilities are cleaned and maintained in a safe and orderly condition, identify sites with maintenance concerns; schedule and direct preventative maintenance functions; develop, update and implement the long-term deferred maintenance plan; coordinate and participate in the response to emergency custodial and maintenance needs. **E**

Investigate and respond to all buildings and grounds-related Williams and Level I Complaints. **E**

Collaborate and coordinate with other District departments to identify maintenance and repair projects. **E**

Coordinate and complete a variety of reports to ensure District's compliance with federal, state, and District mandates. **E**

Prepare, process, and evaluate bid specifications and contracts; receive bids, evaluate and record bids, and verify vendor compliance with requirements and restrictions. **E**

Assist in the coordination of capital improvement projects with the Facilities Planning and Management department. **E**

Serve as District liaison with various agencies to promote organizational teamwork, collaborative problem solving, and customer service. **E**

Extract statistical data from District systems and compute statistical data for Federal, State and District reports and special projects. **E**

Prepare comprehensive reports and presentations for immediate supervisor and Executive Management Team using a variety of technology and programs. **E**

Direct and participate in the preparation and maintenance of a variety of records and reports related to projects, safety, personnel, budgets, deferred maintenance, repairs and assigned activities. **E**

Communicate with personnel, District administrators, outside organizations and community members to exchange information, coordinate activities and resolve maintenance issues and concerns in a timely manner. **E**

Work with District employees, architecture and engineering employees, and outside contractors for the purpose of implementing and/or maintaining services and programs. **E**

Coordinate hazardous waste removal programs and activities for the District. **E**

Coordinate, supervise, and evaluate the performance and duties of assigned staff. **E**

Resolve issues and questions in the absence of the immediate supervisor. **E**

Assist Health and Safety Manager with the coordination of hazardous waste removal programs and activities for the District. **E**

Maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, parents and the community. **E**

Develop and conduct in-service training programs and staff development for maintenance and grounds keeping personnel. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

TRAINING, EDUCATION AND EXPERIENCE: Any combination of education, training and/or experience equivalent to: a Bachelor's degree and four years of building maintenance supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Employment eligibility will include fingerprints, tuberculosis and/or other employment clearance

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Applicable laws, codes, regulations, policies, and procedures governing workscope

Methods to interpret, apply, and explain rules, regulations, policies, and procedures

Safety and Health Protection on the job (OSHA Regulations)

Regulations for hazardous material storage, handling, and disposal

Safe methods for using equipment and materials governing workscope

Principles of supervision and evaluation

Computer software, hardware, and related technology

ABILITY TO:

Interpret, apply, and explain rules, regulations, policies, and procedures related to workscope

Maintain current knowledge of applicable laws, codes, regulations, policies, procedures and District regulations related to workscope

Prepare comprehensive, narrative, and statistical reports

Plan, organize, and coordinate assigned programs

Analyze situations accurately and adopt effective courses of action

Communicate effectively in English orally and in writing

Make mathematical calculations

Communicate effectively using tact, patience, and courtesy

Meet schedules and timelines

Work independently

Establish and maintain effective working relationship among District staff and contractors

Prepare and deliver clear and concise presentations to a variety of audiences

Supervise, coach, and evaluate assigned staff

Operate personal computer, related software, and other office equipment

Cross-train department personnel

WORKING CONDITIONS

ENVIRONMENT:

Office environment; driving a District vehicle to conduct work; fast-paced work; constant interruptions

PHYSICAL REQUIREMENTS:

Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling light to moderate weight objects; bending and twisting at the waist, reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information, in person or on the telephone, and make presentations.

NON-DISCRIMINATION POLICY:

The Oakland Unified School District does not discriminate in any program, activity, or in employment on the basis of actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.



Department of Buildings & Grounds
2011-2012

