

JOB DESCRIPTION

Job Title: Manager, Operational Services (9988)

Job Summary:

Under the direction of the department director and/or designee, manage and oversee departmental operations that support safe, functional, and well-maintained Tulare County Office of Education (TCOE) facilities. This position ensures that work objectives are achieved efficiently, staff follow established procedures and safety practices, and that construction, repairs, and renovation projects are completed within compliance requirements, quality standards, budget, and established timelines.

Essential Duties:

- Direct, schedule, and assign staff and work orders to ensure facilities are clean, safe, and properly maintained.
- Collaborate with administrators, contractors, architects, engineers, and vendors to support the maintenance, improvement, and development of school sites and facilities.
- Oversee new construction and contracted repair or remodeling projects to ensure compliance with regulations, design standards, and project timelines.
- Prepare and administer maintenance budgets, authorize supply purchases, develop job cost estimates, and write bid specifications for assigned projects.
- Supervise, evaluate, and support assigned staff, including recruitment, training, mentoring, and coordinating professional development.
- Coordinate and schedule preventative maintenance services with vendors to ensure longevity and reliability of equipment and building systems.
- Perform hands-on repairs as needed to support facility operations and maintain service continuity.
- Coordinate use of facilities by outside agencies including scheduling, contract development, and collection of required documentation.
- Oversee the approved catering vendor list and ensure compliance and documentation requirements are met.
- Manage all TCOE fleet vehicles, ensuring proper maintenance, including GPS monitoring, oil changes, safety recalls, tire rotation, and emergency repairs.
- Maintains comprehensive records of annual vehicle safety inspections, wheelchair lift inspections, pre-trip inspections, and verification of first aid kits and fire extinguishers for all vehicles used in student transportation.
- Conduct site inspections to ensure compliance with the Injury and Illness Prevention Program (IIPP).
- Respond to urgent maintenance and safety issues (e.g. facility damage, plumbing or roof leaks) during and outside of regular business hours.
- Serve as an active member of the TCOE Safety Committee and Emergency Response Team.
- Assist with moving and relocating furniture, equipment, and supplies to support operational needs across sites.
- Attend and contribute to various meetings, committees, trainings, conferences, and special events as assigned.
- Perform other related duties as required.

Responsibilities: Ability to supervise, assign, and evaluate staff; direct and motivate work; document reports; perform disciplinary actions; communicate effectively; and apply safety codes, procedures, rules, and regulations. Physically and mentally able to perform essential duties, including standing, walking, bending, stooping, kneeling, reaching, pushing, pulling, grasping, and handling motions. Must be able to lift and push up to 75 pounds. Work is primarily indoors, with occasional outdoor exposure, and requires adequate vision and hearing for reading materials and effective communication.

Skills, Knowledge and/or Abilities Required:

Skills to:

- Plan, organize, and direct a range of Operational Services functions.
- Communicate clearly and effectively in verbal and written formats.
- Interpret and apply policies, rules, regulations, and procedures.
- Analyze issues and determine effective solutions.
- Stay up to date on technological, regulatory, and industry standards.
- Apply current program requirements, guidelines, and restrictions.
- Read and understand schematics; perform basic math for measurements, quantities, and related calculations.
- Properly use materials, tools, and equipment for facility operations.

- Collect, evaluate, and interpret both narrative data and statistical information related to program, fiscal, or operational planning.
- Deliver presentations in public settings, including recommendations and policy explanations.
- Facilitate cooperation and collaboration through effective communication.
- Establish and maintain productive working relationships with staff, partners, and stakeholders.
- Operate a computer and utilize a variety of applicable programs.

Knowledge of:

- Local, state, and federal standards, laws, regulations, and requirements pertaining to facility maintenance.
- Planning, organizing, and directing maintenance, custodial, and grounds services.
- Budget development, monitoring, and financial controls.
- Effective verbal and written communication techniques.
- Construction and facilities project management.
- Best practices in facilities and operational management.
- Methods and strategies for coaching, evaluating, and supervising assigned staff.
- Proper English grammar, punctuation, and sentence structure.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- Design, implement, and manage goals, objectives, and operational programs.
- Work independently and exercise sound judgment with minimal supervision.
- Prioritize duties and manage schedules to meet deadlines.
- Assure proper and timely resolution of issues, concerns, and conflicts.
- Prepare clear, comprehensive reports and documentation.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Communicate effectively in oral and written English.
- Supervise, mentor, and evaluate assigned staff.
- Travel to various locations within and outside of the county, using personal vehicle, if necessary.

Education Required:

- High school diploma or equivalent.
- Associates degree is preferred.

Experience Required:

- Four (4) years of experience in maintenance or skilled trades.
- One (1) year of experience in a lead or supervisory role.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).

FLSA Status: Exempt

October 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.