



Job Description

Equal Employment Opportunity

SUPERVISOR – SUPPORT OPERATIONS SERVICES

DEPARTMENT/PROGRAM: Support Operations Services	CLASSIFICATION: Classified Management
DIVISION: Administrative Services	SALARY SCHEDULE: Management
REPORTS TO: Director, Support Operations Supports	SALARY RANGE: 110
APPROVAL DATE: 07/17/2025	WORK YEAR: 215
REVISION DATE:	FLSA: Exempt

PURPOSE STATEMENT:

Under the direction of the Director of Support Operations Services, the Supervisor – Support Operations Services is responsible for planning, coordinating, and supervising custodial and maintenance operations across all YCOE facilities. This position ensures that buildings and grounds are maintained in a clean, safe, and functional condition, supporting the educational mission of the County Office. The role includes staff supervision, scheduling, compliance monitoring, and coordination of maintenance projects. The incumbent(s) in this job perform work that assists Yolo County Office of Education in achieving its mission to provide inspiration, leadership, support, and advocacy that ensure equity and access to high-quality education for all students.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Develop and implement a comprehensive preventive maintenance program to ensure regular and annual building maintenance needs are met.
- Conduct regular inspections of facilities to ensure compliance with health, safety, and cleanliness standards, including OSHA and CAL/OSHA.
- Coordinate and oversee repairs and renovations to complete projects/work orders timely and efficiently and maintain safe facilities and grounds.
- Maintain accurate records of work orders, inspections, inventory, and personnel assignments to verify data as needed.

- Collaborate with site administrators and department heads to assess, resolve problems and prioritize facility needs.
- Monitor project/work order expenditures and participate in the development and monitoring of the department budget to provide input regarding changing needs and potential budget impacts.
- Establish and monitor work schedules to maximize the efficiency of the workforce and meet all shift requirements, including summer team cleaning.
- Recommend and implement operational improvements and cost-saving measures to properly utilize resources and improve team efficiency.
- Responds to emergency situations, as needed, to secure the site and/or property, minimize damage, and arrange for repairs.
- Coordinates custodial and maintenance substitute services to ensure maintenance and cleaning needs of each site are met.
- Estimate materials and/or equipment needed to complete work projects and ensure timely completion of projects.
- Assists with monitoring and maintaining compliance with asbestos, lead, and pesticide management regulations, including required notifications and postings, scheduling regular testing, and implementing integrated pest management solutions.
- Prepares documentation (e.g. requisitions, quotes, etc.) to provide written support and/or convey information.
- Coordinates delivery of equipment and supplies to ensure efficient use of time and to maintain production.
- Oversee the maintenance and replacement of equipment and tools (e.g. construction equipment, hand tools, power tools, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Monitor and replenish custodial supply inventory to ensure necessary supplies and cleaning products are readily available for each shift.
- Coordinate and manage reservations for all conference rooms to ensure rooms are set according to meeting requirements and custodial services are arranged for all events.
- Supervises, trains, and evaluates the performance of assigned staff, interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.

OTHER DUTIES:

- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the County, including various mandatory County trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Basic math, including calculations using measurements, fractions, percentages, and/or ratios
- Current applicable laws, regulations, codes, policies, procedures, and safety precautions, including those relating to building standards and requirements for public schools
- Construction techniques including carpentry, glazing, locksmith, painting, electrical, and plumbing
- English usage, grammar, punctuation, and spelling
- Computer usage, including pertinent software
- Principles and practices of supervision and training
- Proper methods, materials, tools, terminology and equipment used in maintenance work
- Preparing and maintaining accurate records
- Requirements for maintaining buildings and facilities in good repair
- Safety standards for handling chemicals and hazardous materials, including proper disposal

Skills and Abilities to:

- Adapt to changing work priorities, have flexibility and resilience to change plans, and willingness to try new ideas, methods, and technologies
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Analyze situations accurately and adopt an effective course of action
- Analyze data of widely varied types and utilize defined but different processes
- Build, establish and maintain collaborative relationships
- Facilitate meetings and group discussions
- Independently work with others in a wide variety of circumstances
- Manage multiple projects
- Communicate effectively both orally and in writing
- Develop and implement preventive maintenance procedures
- Read technical information, prepare reports and/or present information
- Meet schedules and timelines
- Operate a computer and applicable software
- Work with frequent interruptions
- Plan, organize, prioritize and assign daily work and maintenance projects
- Prepare building/maintenance, custodial supply and equipment orders
- Evaluate and organize work according to specific deliverables
- Work from blueprints, shop drawings and sketches
- Travel from site to site within the county

JOB QUALIFICATIONS / REQUIREMENTS:**EDUCATION AND EXPERIENCE:**

High school diploma or equivalent. Associate's degree and/or vocational school certification with study in job-related area. Job-related skilled experience in grounds and building maintenance work preferably including experience in a supervisory position.

EQUIVALENCY:

Additional qualifying experience can be substituted for the post-secondary educational requirement based on two years of closely related experience for one year of education requirement.

LICENSE/CERTIFICATIONS:

- Valid, current California Driver's License
- Evidence of Insurability
- Forklift Certificate (Possession or ability to obtain within six (6) months of employment)

OTHER EMPLOYMENT REQUIREMENTS:

- Criminal Justice Fingerprint /Background check
- Tuberculosis negative test result and subsequent renewals
- Pre-placement Physical exam
- Drive County Vehicle

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Job is performed in an indoor office environment as well as outside, subject to environment conditions within some exposure to risk of injury and/or illness

- Exposure to cleaning agents, chemical fumes, dust, and odors
- Exposure to an electrical power supply and high voltage
- Heavy physical labor
- Working around moving objects or vehicles
- Working in a cramped or restrictive chamber
- Working on ladders to change light fixtures and make facility repairs
- Dexterity of hands and fingers to operate specialized equipment and tools
- Hearing and speaking to exchange information
- Seeing to read and perform primary functions of classification and view computer screens
- Significant lifting, carrying, pushing, and/or pulling, stooping, kneeling, crouching, and/or crawling
- Moderate amount of sitting, walking, and standing.