



BERKELEY UNIFIED SCHOOL DISTRICT  
Human Resources Department

CLASSIFICATION AND  
POSITION DESCRIPTION

TITLE: E  
& Operations

FAIR LABOR STANDARD ACT CLASSIFICATION:	Exempt	WORK YEAR HOURS	12 months/ Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule 52 Range 94

BASIC FUNCTION:

Plan, organize, control and direct the facilities, maintenance and operations services of the Berkeley Unified School District; manage the grounds, custodial, skilled maintenance, District Security and other functions for the District; create and participate in various construction planning and development activities related to the preparation, acquirement, development and disbursement of bonds and parcel funds; plan, organize, control and direct; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- x Plan, organize, control and direct the facilities, maintenance and operations services of the Berkeley Unified School District; manage the grounds, custodial, skilled maintenance, District Security and other functions for the District
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  - r Plan, organize control and direct Facilities Maintenance and Operations services and activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities grounds and equipment; establish and maintain Department time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures
  - x Direct and coordinate Facilities Maintenance and Operations communications, information, services, projects and activities between District personnel, administrators, departments, community groups, Board members, outside organizations, the public, and various local, State and federal agencies; prepare and deliver presentations to the Board and community groups as necessary
  - x Coordinate, direct and participate in the development of funding sources to assure adequate funding for bond-funded and parcel tax programs and projects; establish and maintain contact with existing and potential funding sources; provide information concerning granted projects and programs; identify and secure alternative funding to support goals and objectives





