

JOB TITLE: Plant Operations Coordinator
PAY GRADE: CL 22
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, coordinates a variety of Facilities Department functions, including, but not limited to, coordination of the District's transportation program; maintenance, operation, and update of Department database for District building and infrastructure plans; implementation of the uniform program for the Department; and coordination of District responses to Freedom of Information requests about District projects. Additionally, this position has a limited scope of authority to make decisions and approve items within departmental guidelines.

REPRESENTATIVE DUTIES

The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinates the District's transportation program:
 - a. Schedules all transportation requests, including responding to emergency requests.
 - b. Contacts external carriers when District vehicles are not available and evaluates and selects the best value carrier.
 - c. Coordinates the Commercial Driver Eligibility Program and administers the District's Drug and Alcohol Program as it applies to commercial drivers.
 - d. Coordinates the annual completion of all mandated Local, State, and Federal compliance related to transportation facility inspections and reporting.
 - e. Reviews and audits current driving credentials for all drivers; notifies drivers of changes in eligibility or needing additional clarification on submitted credentials.
 - f. Audits each driver's trip reports and logbooks for accuracy.
 - g. Ensures safekeeping of vehicle fleet keys and District fuel cards.
 - h. Functions as the point of contact for all Transportation operation questions/concerns, and as the single point of contact between trip requestor and driver.
 - i. Works closely with the transportation software vendor, stakeholders, and Information Technology Services (ITS) Department to maintain and improve and/or upgrade software program performance.
 - j. Prepares documentation for each trip as part of the trip packets which include vehicle keys and fuel cards; ensures that the packets are ready before each trip.
 - k. Schedules and coordinates driver meetings; works with appropriate manager to develop and confirm meeting agendas.
 - l. Works closely with Business Services Department to reconcile all transportation invoices.

2. Maintains the Department's electronic database of facility and infrastructure plans, including content, file organization, and naming; ensures facility plans are properly archived.
3. Assists District staff and approved contractors in accessing archived plans.
4. Assists in budget administration; coordinates, prepares, and manages assigned budget, including unrestricted, restricted, categorical, grant, capital outlay project, and special funds utilizing the District's Banner Enterprise Resource Planning (ERP) system; prepares and processes budget transfers and augmentations, invoices, independent contracts, reimbursements, bank card statements, change orders, and requisitions, and ensures that they are completed and coded to the correct budget, account and/or purchase order; reconciles budget for accuracy; resolves budget issues and problems; tracks purchases and deliveries; coordinates, requests, and reviews price quotes and ensures compliance with District standards and requirements; meets fiscal deadlines and completes end of year processes, including balancing accounts and closing open purchase orders; collaborates with management on expenditures to fully expend funds.
5. Works with assigned manager to develop annual budget; evaluates and prepares financial reports and summaries for annual budget development process; prepares budget augmentation requests; prepares budget status reports for assigned manager.
6. Provides general assistance, information, and answers questions regarding budget processes, guidelines, regulations, and procedures to department budget users and employees; serves as the liaison between District Business Services Department and division/department staff.
7. Composes or prepares general and project correspondence, minutes, and recollections from meetings and proceedings; attends meetings to provide information that may update an agreement or contract.
8. Facilitates the Department's uniform program, ensuring that each employee understands their clothing and shoe options, and guides staff in the proper acquisition of selected uniform options.
9. Supports assigned manager in responding to Freedom of Information/Public Records Act requests about facility projects, including ensuring that responses are consistent with applicable codes and standards.
10. Provides onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
11. Performs related duties that support the overall objective of the position.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Project management practices, procedures, and equipment, including electronic database familiarity oriented toward facilities and facility projects.
- Laws affecting project bids, contract language, and regulatory procedures.
- Activities associated with statistical record keeping, staff administration, and financial record keeping.
- English usage, grammar, spelling, punctuation, including proofreading and formatting techniques.
- Math skills to compute sums, averages, ratios, percentages, and trends.
- Basic accounting theory, principles, and practices.

Ability to:

- Learn, understand, and apply the special terminology used in the Facilities Division.
- Compile and evaluate financial, architectural, and operations data for reports.
- Utilize specialized software for building climate control and energy conservation.
- Monitor budget documents, including income and expenditures, and make difficult arithmetic and statistical calculations.
- Plan and organize work to meet schedules and changing deadlines.
- Maintain accurate filing systems.

- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including the District's Banner Enterprise Resource Planning (ERP) system and software used in the Facilities Department.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Take and transcribe minutes and notes from meetings.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Two years of college with major course work in business, accounting, or a related discipline.

Experience

- Four years of progressive experience in administrative and financial record keeping.
Additional experience in project accounting may substitute for some education.

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approval: July 15, 2025