Welcome to the Support Services Operations Center

In August 2017, the new Support Services Operations Center became the district’s receiving and distribution site, which centrally locates 60 plus Support Service employees. The Operations Center houses offices and three work bays/bus barns for Transportation, Maintenance, Grounds, and Warehousing. The Security Offices are also located at the same site next to the Center. The following pages will introduce you to new and existing personnel in all the Support Services Divisions.

George Luevano
Support Services Director
Ext. 3491
915.872.3980

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SPECIAL POINTS OF INTEREST
• Meet our Departments
• Department Responsibilities
• Location
CUSTODIAL

The Head Custodial crew, under the supervision of Mark Carrillo, provides clean and safe facilities for students, faculty and all visitors. They work hard to provide a healthy learning environment throughout all our campuses and departments. Please see your Head Custodian to report any incidents or requests for any work needed!

MARK CARRILLO
Custodial / Grounds
Supervisor
Ext. 3473

GROUNDs

The staff works hard in maintaining all grounds, irrigation, playgrounds, and athletic fields in a clean and attractive manner for the faculty and staff and most importantly the students.

All services that fall under the general grounds are supervised by Mark Carrillo, which includes maintenance of trees, irrigation, parking lots, courts and fields.

Enrique Gonzales, Supervisor—Mark Carrillo, Elyzario Rivera, Wilmer Martinez, Oswaldo Sepulveda, Jaime Cedillos, Carlos Rosas, and Robert Salgado
MAINTENANCE

The Maintenance Department, with Dexter Harman as Supervisor, consists of the following:

HVAC
Plumbing
Electrical
General Maintenance
Locksmith
IPM

The Maintenance Department services the trades listed above, the team is committed to maintaining district’s facilities and systems. Through our work order system, we are also able to provide immediate assistance district wide to all campuses and departments.

SECURITY

The District’s Security Department and Supervisor Jose Cardona works with all students, staff and community to provide a safe learning environment. The department strives to maintain all polices and procedures updated with the assistance of security technology such as panic alarms, surveillance cameras, assistance from our campus SRO’s, and continuous training for our officers. We thank everyone for their continued support!

Back Row: Sam Simmons, Omar Esparza, Ernesto Burciaga, Benjamin Brackeen, Supervisor—Jose Cardona, Ariel Valenzuela, Alfredo Cardona

Front Row: Judith Alaniz, Rocco Prignano, Alfonso Sepulveda, Florentino Lugo, Arturo Maynez, Andrew Munoz
TRANSPORTATION

MEET THE STAFF....

Sandra Martinez
Transportation Secretary
Ext. 4659

Eloy Mendiola
Lead Driver
Ext. 4665

Juan Garcia
Dispatch
872-3982

JESUS MARTINEZ
Transportation Supervisor
Ext. 4664

♦ Transporting approximately 1800 students daily from their home to school and from school back home. Busing is also provided for after school tutorials and other activities.

♦ Our Staff coordinates the timely arrivals and departures of 147 established routes in addition to providing dependable and safe transport to athletic events, in town field trips, out of town trips and Saturday tutorials.

♦ In our new facility, the crew is able to perform small repairs and maintenance on the entire fleet of buses in efforts to expedite downtime while subcontracting major repairs. All done with the safety of our students in mind.
The Warehouse Department supervised by Joe Gomez is responsible for:

(1) warehousing, issuing and delivering stock items listed in the District listing
(2) the pickup and delivery of packages and items from one building/department to another:
(3) the pickup and delivery of interschool mail
(4) the receipt and tagging of all school fixed assets
(5) the maintenance of the equipment inventory as surplus equipment and furniture is disposed of and as materials are moved within buildings or the District
(6) the receipt and delivery of all approved instructional material orders
(7) the audit of annual fixed asset inventory and instructional material.

Supervisor—Joe Gomez, Blanca Lazalde, Danny Pedregon, Josh Guerrero, Larry Montes, Albert Granados, Lorenzo Reygoza
Q&A

What are the office hours?

Office Hours for the SSOC (Warehouse, Maintenance, Grounds) is from 7 a.m. to 4 p.m.

Transportation Office Hours are from: 6:30 a.m. to 7:30 p.m.

Are all Departments located in the building?

Grounds, Maintenance, Transportation and Warehouse are located INSIDE the building. Security will be located off to the side in a portable between Sambrano and the SSOC (Previously where Transportation was located)