



JOB DESCRIPTION

JOB TITLE: **Operations Manager**

Position Type: Exempt	Department: Facilities
Salary Schedule: Exempt	Reports to: Facilities Director
Salary Range: 6	Location: Administrative Center
Term of Employment: 12 months	Date: August 10, 2022
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Assists the Facilities Maintenance Manager in supervising the District's maintenance program, supervising the district crafts crew and the District's grounds crew by performing the following duties.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Supervises, directs and monitors the activities of the district crafts, preventive maintenance and grounds crews and all facility supervisors.
- Formulates methods and procedures for maintenance and grounds activities, devising work schedules and making routine checks to verify work progress.
- Aids the Director of Facilities in assigning work orders to PM Crew Supervisor, Grounds Crew Supervisor and Trades Supervisor for operations.
- Establishes and maintains a preventative maintenance program of all aspects of the school facilities with PM Supervisor.
- Maintains keying and security systems for all facilities throughout the district.
- Aids in estimation of cost and determining replacement as opposed to repair.
- Reads, visualizes and interprets construction specifications and plans.
- Periodically inspects all district facilities, making recommendations to the Director of Facilities as to needed repairs and/or improvements in overall maintenance/grounds appearance.
- Coordinates activities with HVAC Supervisor such as work orders and use of outside vendors for outside assistance. Aids HVAC Supervisor in documentation of the Freon Re-claim Program.
- In coordination with the Insurance Trust devises and implements a safety program for all district employees once a month. Totaling nine (9) months in a school year covering all major safety topics.

- Creates spread sheets for tracking attendance and success of the Safety Trainings.
- Oversees all contracted services in HVAC for chillers/package units/special equipment.
- Maintains good tracking of all water treatment to towers and makes recommendations for tower cleaning and replacement.
- Assists Director of Facilities with management of assigned B-Bond projects through to their completion and/or it's delegation of these projects to supervisors.
- Aids in monitoring energy usage as needed by assignment to the District Utility Management Group.
- Supervises projects in renewable energy installations (Solar) including monitoring maintenance contracts and communications with these companies.
- Aids Supervisor of Grounds in monitoring water usage and also suggests ways of improving through Calsense.
- Coordinates and inspects outside contractors as assigned by the Director of Facilities.
- Devises and implements methods and procedures for a structured grounds/cleaning program for the crews' activities and monitors same.
- Reviews all supply requests and stock prior to authorization from Director of Facilities.
- Implements, directs and monitors daily work order request system.
- Provides competent supervision of district personnel to keep the facilities in an acceptable level of cleanliness, manicure and safety.
- Maintains compliance with all city, county, state and federal building, health, and safety codes – including hazardous materials requirements.
- Responds to emergency calls at all facilities on a 24-hour basis.
- Assists in selection and standardization of all Facilities supplies.
- Supervises herbicide application through certified supervisor in accordance with Arizona Structural Pest Control rules and regulations.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises 65+ employees in the district maintenance/ grounds/preventative maintenance and HVAC.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Must be accessible throughout the workday for administrators.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- High degree of experience in and knowledge of building trades, construction techniques and general facility maintenance.
- Minimum of three years supervisory experience.
- Knowledge of and experience in all phases of maintenance/custodial/grounds procedures relative to industrial methods.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually loud.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.