

Union Public Schools Job Description

Position Title: Operations Manager
Department: Operations
Reports To: Executive Director of Operations

FLSA Designation: Exempt

SUMMARY: Primary responsibility is to maintain a high level of service in the custodial, grounds, and maintenance areas in a manner that will ensure excellent operational conditions, without interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assumes primary responsibility for supervising custodial, grounds and maintenance employees to include productivity, evaluation and training.
- Assumes primary responsibility for the safe condition of elements in the facilities owned and/or operated by the District.
- Assumes primary responsibility for interviewing and making employment recommendations for positions in the custodial, grounds, and maintenance services area.
- Assists Executive Director of Support Services in supervising the Operations Department's personnel, payroll and budget functions.
- Maintains and adheres to all safety and code requirements of the federal, state, local and Board of Education guidelines.
- Makes independent, "on the spot, safe to operate" decisions concerning safety of students, staff and patrons.
- Accurately orders and accounts for material and labor relative to assignments, including maintaining an inventory and itemized costs on each assignment.
- Makes recommendations relating to the purchase of district supplies and equipment and maintains the inventory of District-owned and assigned hand tools, equipment, hardware, materials, and supplies.
- Assists in the performance of the preventative maintenance program.
- Assists in maintaining the District's Computer Maintenance program and instructs maintenance staff and building engineers on proper procedures.
- Communicates and instructs on safe operation of maintenance equipment.
- May be required to perform maintenance work inside and outside of building as directed.
- Required to be on 24-hour call.
- Performs other duties assigned by supervisor or administrator.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees by direct supervision of Operations Secretaries, Custodial Coordinator, Grounds Coordinator, Maintenance Coordinator and Building Engineers.

QUALIFICATION REQUIREMENTS: *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.

EDUCATION and/or EXPERIENCE: Associate's Degree in Facility Management or equivalent experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid driver's license with good driving record. Trade, state, or local license preferred.

LANGUAGE SKILLS: Ability to communicate effectively. Ability to write reports, business correspondence, memos, policies and procedures manuals. Ability to read and interpret documents including safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before small groups of employees or organizations.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense and understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to work well with both supervisors and other members of the teams. Ability to pass District written and physical exams. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here 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 functions.*

While performing the duties of this job, the employee is frequently required to stand or walk; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms such as to operate vibrating machinery. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs onto ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds and occasionally up to 90 pounds. The employee will sometimes push/pull items such as tables, scaffolds, and cabinets. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *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.*

While performing the duties of this job, the employee regularly works both indoors and outdoors and under adverse weather conditions at times. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, sprays, and non-household dust. The noise level in the work environment is usually moderate to loud. The employee will work at high elevations on scaffolding and personnel lifts, as well as below subgrade in trenches and ditches.