

DISTRICT

TITLE: OPERATIONS SUPERVISOR

REPORTS TO: Facilities Manager

QUALIFICATIONS:

1. Black Seal License.
2. Educational Facilities Manager Certification.
3. Demonstrated knowledge of school building and grounds maintenance.
4. Demonstrated knowledge of school construction, operation, and school safety.
5. Experience in supervising and evaluating personnel.

SUPERVISES: Operations staff

JOB GOAL: Assist the Facilities Manager with providing students and staff with physical environment that is healthy, safe and efficiently operated.

PERFORMANCE RESPONSIBILITIES:

1. Assist in the recruitment, employment, assignment, and evaluation of department staff.
2. Assist in coordinating maintenance schedules, prioritizing assignments, and assigning work.
3. Perform work and assignments in accordance with work orders and assignments.
4. Monitor facilities operations in an effort to maintain a safe environment.
5. Supervise, coordinate, and inspect work performed by outside contractors.
6. Assist with the development of the annual school budget for operations and capital projects.
7. Assist in preparing specifications for supplies, materials, equipment and contracted work.
8. Work with maintenance staff on daily and preventative maintenance programs.
9. Plan, implement, and maintain a program of required preventative maintenance.
10. Inspect all school buildings on a regular basis to ensure that a high standard of workmanship, cleanliness, safety and security are maintained.
11. Respond to emergency situations for the purpose of resolving immediate safety concerns.
12. Ensure standards are consistent with all applicable local, state and federal laws.
13. Perform other duties and responsibilities as directed by the Facilities Manager.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board

EVALUATION: Performance of this job will be evaluated annually in accordance with the State law, administrative code and the provisions of the Board's policy on evaluation of central management staff.

APPROVED: March 13, 2012