



OPERATIONS MANAGER

Revision Date: 12.14.11

BRIEF DESCRIPTION OF POSITION:

Under the direction of the Director of Maintenance & Operations supervises all evening custodial facilities activities at all of the district schools and district office. Supervises work of all to insure each site is maintained in a clean and orderly condition. Trains and provides work direction to all subordinates.

STATEMENT OF TYPICAL DUTIES:

- a. Supervises all custodial and site maintenance at each high school, and district office to assure timely and efficient operations; Visits job sites and assures performance meets district standards. E
- b. Participates in the selection of new facilities and maintenance personnel. E
- c. Trains, evaluates, and provides work direction to assigned personnel. E
- d. Determines needs and initiates requisitions for purchasing custodial materials, supplies and equipment. E
- e. Assures safety training and procedures are carried out at each work site. E
- f. Assists the Director of Maintenance and Operations in preparing annual custodial budget. E
- g. Determines priorities and staff scheduling at each work site; with Assistant Principal at each site makes assignment changes as necessary. E
- h. Maintains all records related to maintenance supplies and equipment and makes reports as required. E
- i. Coordinates set-ups for special events at school sites. E
- j. Performs other tasks and assumes responsibility as may be assigned by proper authority. E
- k. Supervision and evaluation of custodial leads and custodian personnel. E

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Modern cleaning methods including methods of cleaning and preserving floors, blackboards, white boards, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Safety practices and work methods.
- Requirements of maintaining school buildings in a safe, clean, and orderly condition. Principles and practices of training and supervision.

Ability to:

- Train and provide work direction.
- Assign and review the work of others.
- Apply knowledge of the schedules, procedures and use of equipment and supplies used in custodial work.
- Perform minor, non-technical repairs.
- Observe and report need for maintenance and repair.
- Lift objects weighing up to 50 pounds.
- Maintain routine records.
- Meet schedules and timelines.
- Communicate effectively with others orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

REQUIREMENTS:

WORK YEAR:	Classified Management Work Year
EDUCATION:	Sufficient training and experience to demonstrate the knowledge and abilities listed above.
EXPERIENCE:	Two years experience in a supervisory capacity preferably in a school environment.
SALARY:	Classified Management Salary Schedule
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach horizontally and vertically; lift heavy objects; stand for prolonged periods; see to read; use hands and fingers to operate tools and equipment; speak clearly; and hear well enough to communicate effectively to perform all tasks.

LICENSES &

OTHER REQUIREMENTS:

Possession of valid California drivers' license and proof of insurability.