

SUPERVISOR OF FACILITY OPERATIONS

Classification: Non-Licensed Administrator

Location: Facility Operations

Reports to: Director, Facility Operations

FLSA Status: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Responsible for the day to day activities of Facility Operations. Assists in planning, directing, coordinating, and leading maintenance workers and contractors in general maintenance of district facilities, building support systems, and related equipment.

Part II: Supervision and Controls over the Work:

Serves under the general supervision of the Director of Facility Operations. Is held responsible for results in terms of effectiveness of planning, coordinating, leading, quality, and completion of assigned work. Responsible for compliance with policies, procedures, rules, regulations, and codes. Responsible for monitoring and complying with project cost estimates and taking action to coordinate approval when cost will significantly exceed estimates.

Part III: Major Duties and Responsibilities:

1. Program Operations

- a. Regularly organizes, schedules, assigns, and instructs the work as it pertains to the job of department employees on all assigned maintenance tasks relating to construction, repairs, equipment installation, demolition and salvage.
- b. Develops and/or reviews specifications and monitors work performed by contracted personnel working under the direction of the Operations Director.
- c. Develops time standards for repetitive jobs.
- d. Maintains an adequate inventory of supplies, parts and equipment at all times so that

employees can perform assigned tasks on time.

- e. Represents department on district committees, as necessary.
- f. Administers or assists in developing and administering the District's energy management program.
- g. Responsible for major purchases of supplies, parts, equipment and services.
- h. Consults with Director of Facility Operations on the major purchases of supplies, parts, tools, equipment and services, and in the long-range planning for development of the district facilities.
- i. Assists in department budget development and in developing cost estimates for facilities improvement, maintenance and repairs.
- j. Reviews plans for minor construction projects to include technical specifications, project planning and timelines, resource and cost estimates and budgeting. Ensures that materials and resources are available when needed for project management.
- k. Assists Director of Facility Operations in establishing and maintaining a comprehensive district-wide facilities and equipment systems preventative maintenance program.
- l. Works with administrators, teachers, coaches, other staff and departments and contractor personnel in a professional and helpful manner and ensures that all maintenance personnel do likewise.
- m. Guides and/or assists department personnel in performance of their duties whenever necessary.
- n. Monitors and manages operations department computerized systems as assigned by the Director of Facility Operations.

2. Staff Supervision:

Assists Director in all aspects of staff supervision to include:

- a. Recruiting and assigning staff.
- b. Evaluating the need for, developing, and delivering staff training. Assuring that all mandatory safety training is provided and completed in a timely manner.
- c. Directing and inspecting the work of maintenance staff.
- d. Fostering effective teaming and collaboration within the staff.

- e. Ensuring that staff possesses all required certification/licensing to legally, properly and safely repair/maintain district facilities and support systems.
 - f. Creating effective communications with staff to ensure that all staff is timely and effectively informed of department policies, issues, guidance, and operational requirements and expectations.
 - g. Creating an environment in which staff can provide open and candid feedback and suggestions on facility operations and issues. Working closely with staff to resolve conflict and collaboratively work together to seek solutions and resolutions.
 - h. Conducting performance evaluations of staff to include intervention when performance fails to meet expectations.
3. Policies & Procedures: Assists the Director in developing and recommending policies and procedures to govern facility management. Works closely with other District administrators to assist them in understanding and applying policies and procedures.
 4. Customer Service: Assists in creating a customer service culture that ensures the operational program is responsive and sensitive to the needs of students, patrons, and school staff. Assists in creating a welcoming environment and providing flexibility to respond to the needs of customers.
 5. Emergency Response: Serves as a first responder in emergency situations. Helps implement emergency plans and procedures based on specific circumstances.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Post-secondary training or education in maintenance, construction, or project management related fields.
3. Minimum of three (3) years of progressively responsible experience in facilities operations and maintenance which involved lead or management responsibilities and provided knowledge of building structures and support systems.
4. Knowledge of safety standards, laws, codes, rules, policies and regulations relating to school facility maintenance and operation.

5. Strong understanding and history of successful customer service and ability to establish and maintain effective relations with patrons and staff.
6. Effective oral and written communications; strong analytical ability, and the ability to prepare efficient and effective reports.
7. Ability to work both independently and cooperatively.
8. Skill in the use of office technology and facility management technology.
9. Ability to organize work, set priorities, and meet deadlines.
10. Demonstrated supervisory ability.
11. Possess a valid state driver's license, be eligible for a Commercial Driver's License, and possess a safe driving record. Be willing and able to operate district vehicles and equipment.
12. Maintain exceptional attendance and punctuality.
13. Adhere to all District policies and general workplace expectations.
14. Valid state driver's license.

Part V: Desired Qualifications:

1. Bachelor's degree in appropriate fields.
2. Multiple trades background.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 sit, talk, lift, carry, move about, hear and speak.

Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 60 pounds and greater weights using appropriate equipment.

Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, depth perception, and the ability to adjust focus.

Exposure to heat and cold when visiting and assessing work sites or operating equipment out of doors.

Work in and around high risk environments including sharp instruments, power equipment, heated surfaces, and potentially dangerous floor conditions. May be required to wear safety equipment when at work sites.