

**Birmingham Community Charter  
High School**

**School Facilities and Athletics  
Operations Manager**

Department/Division:	Operations
Reports To:	Athletic Director and Chief Business Officer
Provides Direction To:	Lifeguards/Leasing and Licensing Staff/Athletic Student Workers
FLSA Exemption Status:	Supervisory
Date Prepared:	January 29, 2020
Salary Range:	Classified Management

**BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL**

**DEFINITION**

Under the direction of the Athletic Director and/or Chief Business Officer, the School Facilities and Athletics Operations Manager in coordination with the CEO/Principal, Chief Business Officer and high school administrator(s), plans, organizes, supervises, coordinates and participates in custodial and building maintenance activities at BCCHS for athletics, special events, and other programs; ensures the proper care, cleaning and maintenance of the assigned facility; inspects buildings and consults with administrators, managers, outside agencies and organizations to coordinate and prioritize work projects; trains, supervises and evaluates the performance of assigned personnel; coordinates and manages the leasing and licensing function for use of BCCHS facilities by community groups, commercial enterprises and athletic events. Ensures compliance with applicable laws, codes, ordinances, regulations, policies and procedures.

**DISTINGUISHING CHARACTERISTICS**

The School Facilities and Athletics Operations Manager leads Facilities Operations, including Athletic Operations, Leasing and Licensing, Facilities Liaison, Capital Projects Management, Aquatics Facilities. The incumbent supervises the larger operation worker crews at BCCHS and oversees athletic facilities projects. The School Facilities and Athletics Operations Manager must demonstrate skills and abilities in light maintenance, prioritizing work assignments, working independently, and communicate effectively with the maintenance and operations crews, especially in the area of athletic operations, special events, and facilities. The incumbent must demonstrate the ability to lead larger crews, work with commercial and community users who lease BCCHS facilities as a civic center. The incumbent is a member of the operations and management team.

**ESSENTIAL DUTIES AND REPSONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

**GENERAL AND SUPERVISORY RESPONSIBILITIES**

- Plans, prioritizes, and carries out the day-to-day supervision of buildings and grounds workers, gardeners, facilities maintenance technicians, pool custodian and systems maintenance technician, for all athletic facilities; provides communications to the daytime staff or maintenance crews on matters needing attention.

- Ensures the proper and efficient maintenance and repair of school athletic facilities; oversees work in progress and ensures proper completion of work orders and contracts.
- Coordinates with the Plant Manager in the orientation and training of building and grounds workers, gardeners, and swimming pool custodian in work methods, best and safe practices, and emergency procedures.
- Consults with and assists school building and grounds workers, gardeners, coaches, administrators and outside agencies, including individuals and groups, to coordinate, prioritize and schedule work projects, student activities, special events and athletics.
- Supervises, assigns, directs, and may participate in setting up school facilities for special events, activities and programs such as, but not limited to, athletic events, dances, meetings, and community events.
- Trains, supervises and evaluates the performance of assigned staff; prepares performance appraisal reports and recommends disciplinary or other action as necessary.
- Develops and prepares work schedules; reviews, prioritizes and coordinates duties and assignments to ensure effective workflow and facility operations.
- Determines needed equipment, materials and supplies for maintenance operations; requisitions a variety of supplies, maintenance tools and equipment; assures proper receipt of ordered materials.

### **ATHLETIC RESPONSIBILITIES**

- Coordinates use of all athletic facilities with coaches and assistant coaches.
- Schedules, coordinates and supervises the dispatch of buses for field trips, athletic events and extracurricular events; prepares and maintains accurate records related to vehicles and drivers.
- Assists the Athletic Director with custodial, warehouse, pool maintenance, stadiums, athletic fields, gyms, auditoriums, and grounds. Assists with budgets, inventory, required supplies and related activities for these areas and other areas as assigned.
- Understands and assists in the layout and preparation of the athletic fields for activities and events; knows how to operate the athletic scoreboard and other equipment.
- Assumes responsibility for the total operations of school athletic operations and activities in the absence of the Athletic Director.

### **CAPITAL PROJECTS**

- Serves as a liaison between BCCHS and other entities and integrate services of architects, engineers, contractors, legal counsel, and technical and financial consultant representatives as they affect facilities planning/construction activities and ensure that services are being adequately provided.
- Prepares oral and written materials and reports from research; provide information, reports, and recommendations relative to the facilities planning and construction to the Board of Trustees.
- Assists with planning and scheduling of projects; oversees projects in progress; coordinates and inspects the activities of staff; assures compliance with applicable health and safety standards; serves as liaison and point of contact between the Athletic Director and the Chief Business Officer.

- Supervises the services of architects, engineers, contractors, work crews and consultants on athletic facilities projects.
- Conducts inspections of buildings and grounds to ensure security, safety, sanitation and fire prevention safeguards; reports violations, vandalism, theft and fire and contacts proper authority for assistance; reports on incomplete work or maintenance needs.
- Assists fire and other inspectors in conducting their inspections.

### **LEASING AND LICENSING**

- Serves as a liaison with shared facility tenants, Los Angeles Unified School District (LAUSD), and community partners.
- Serves as a liaison, coordinates facilities use and provides pertinent communications and information to administrators, staff, outside agencies and others regarding the reservation, scheduling and usage of school facilities; investigates and resolves facilities scheduling and usage issues and conflicts that may arise therefrom.
- Serves as a liaison between school and film production teams.
- Processes facilities use requests and disseminates fee schedules; schedule and arranges various appointments, events and activities and manages the schools facilities use calendar; process, evaluate and verify both internal and external requests for facilities use; process various required forms and documents and ensure accuracy of information.
- Inputs and updates facilities reservation and usage information and a variety of other data in an assigned computer system; establishes and maintains automated records and files; initiates queries, develops spreadsheets and generates various computerized reports and documents; reviews and assures accuracy of input and output data.
- Supervises the unlocking and locking of buildings and gates; secures the school campus after each event.
- Prepares and maintains leasing and licensing records, logs and reports related to operations, inspections, and assigned activities.

### **OTHER RESPONSIBILITIES**

- Confers with the Chief Business Officer in determining and assigning overtime work.
- Communicates with the Plant Manager, the Athletic Director, the CEO/Principal, and Chief Business Officer regarding issues that arise regarding staff or the operation of school maintenance and operations.
- Responds to emergency and calls after hours as assigned.
- Works a flexible work schedule, including weekends.
- Performs related duties as assigned.

### **QUALIFICATIONS**

**Knowledge of:**

- In-depth knowledge of methods, materials, tools, and equipment used in custodial, grounds keeping, all athletic venues, general maintenance work, and campus safety procedures
- Athletic plan, facilities plan, campus safety plan
- Considerable skill in using the full range of equipment used in custodial and maintenance work
- Applicable state, county and city laws, codes and regulations related to fire, health, safety and maintenance operations, including custodial and grounds maintenance, to ensure that buildings and facilities are maintained in a safe, clean and orderly condition
- Knowledge of and skill at using a computer, iPad, other office equipment, and assigned software
- Basic math skills
- Effective supervisory techniques including work assignment and delegation, performance evaluation, training and motivation
- Detailed record-keeping and report preparation techniques
- Contract and purchasing procedures involving services and equipment
- Film industry practices and operating methods
- Oral and written communication skills in English
- Interpersonal skills using tact, patience and courtesy, including human relations skills to supervise others and resolve issues

**Ability to:**

- Perform all essential duties of the position
- Work independently with little direction
- Schedule, assign and provide input regarding the work of the building and grounds workers, the facilities maintenance technicians, the gardeners, the pool custodian, the systems maintenance technicians.
- Plan, organize, schedule, assign and review building, custodial and grounds maintenance work and projects
- Train, supervise and evaluate personnel in a timely manner
- Inspect buildings and facilities to identify maintenance, repair and safety needs
- Operate and maintain hand and power tools and equipment
- Drive an electric cart, school and/or personal vehicle
- Observe safe work practices
- Observe and report need for maintenance and repair
- Prioritize, plan, and coordinate work to meet deadlines
- Work harmoniously with school personnel and the public, including production companies
- Prepare clear and accurate contracts for use of facilities by outside entities
- Read, interpret, apply and communicate policies, procedures, laws, codes and regulations
- Communicate effectively both orally and in writing in English
- Prepare a variety of detailed records and reports related to assigned activities
- Maintain accurate records
- Establish and maintain cooperative and effective working relationships with others
- Understand and follow oral and written directions in English

**EDUCATION, TRAINING, AND EXPERIENCE**

Educational attainment equivalent to a high school diploma or its recognized equivalent, required; Bachelor's Degree from an accredited college or university, required. Three years experience in coordinating, analyzing, recommending, planning, implementing and reporting on events or special projects, two years of which shall have been in supervisory or lead capacity in a school district.

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS**

Valid California Class C driver's license and the ability to maintain insurability under the Charter's vehicle insurance policy.

Personal vehicle to move to and from other work locations as assigned and as needed.

The employee must be available for on-call, stand-by, working variable hours, and emergency call services.

Valid First Aid and CPR certificates issued by an authorized agency.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL DEMANDS**

The employee is regularly required to hear and speak to exchange information in a proficient manner; and taste and smell.

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds or more, including objects weighing up to 100 pounds or more on an occasional basis. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb up and down ladders, stairs, and ramps of one or more stories above the ground. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to swim. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

### **MENTAL DEMANDS**

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills; use basic mathematical skills and mathematical reasoning. The employee must be able to work independently, follow a schedule, and assign regular schedules, including temporary schedule changes, to assigned staff. The employee must be able to process information quickly and make sound decisions. The employee occasionally may deal with dissatisfied or quarrelsome individuals, including Charter employees, students, parents, community members, representatives of outside agencies or organizations. Some stress may be encountered while performing the duties of this position.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees regularly work in an indoor environment, including damp or wet areas with poor ventilation, and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals/toxic conditions, fumes, and possible exposure to blood borne pathogens; risk of electrical shock; working

around and with machinery having moving parts; working at heights; performing physical labor. The noise level is occasionally loud. Employees must drive a vehicle to conduct work.

**OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

Participate in employer mandated training and re-training programs.

**Right to Revise:**

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date