

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

LOGISTICS SUPPORT MANAGER

POSITION: Logistics Support Manager

REPORTS TO: Director of Operations

LOCATION: Division of Supporting Services
Department of Operations

NATURE OF WORK:

This position provides support for all schools by ensuring the smooth operation of facilities. These operations include but are not limited to: providing support for indoor air quality management, housekeeping and custodial service, pest control, safety, directing/managing/training of site-based staff, coordinating, scheduling and assigning work, and contributing to employee evaluations. Regularly assigned hours for this position are 2 PM to 10:30 PM on school days, and 7 AM to 3:30 PM on non-school days. The opening and/or closing/securing of school buildings and response to emergency/alarm notifications at all times are also included.

ESSENTIAL FUNCTIONS:

- Ensures all Operations Department policies and procedures are followed at all sites, and that a high level of customer service is maintained at all times;
- Ensures operational files and records are maintained and current;
- Provides support and technical assistance to staff at all school locations;
- Responds to emergency alarms as needed;
- Diagnoses problems involving building systems and equipment;
- Ensures adequate inventory/supplies are maintained at all facilities;
- Communicates effectively, both orally and in writing;
- Identifies, prioritizes, and schedules projects at all school sites; and
- Serves as indoor air quality coordinator for all schools.

DUTIES AND RESPONSIBILITIES:

- Works closely with building service managers and workers;
- Participates in meetings with supporting services and contractual personnel;
- Trains staff in the proper use of equipment, supplies, and procedures;
- Audits records and files to determine proper documentation is maintained;
- Audits inventory of stock and supplies in order to maintain cost control;
- Ensures facilities are maintained in a safe, clean, and secure manner;
- Facilitates the good indoor air quality of the school buildings, ensures prompt and appropriate course of action to resolve indoor air quality issues and maintains records and files;
- Submits work requests utilizing automated work order management system;
- Utilizes experience to ensure facilities are maintained as per established standards;
- Provides training, as needed in keeping with the Department's strategic plans;
- Provides reports and data to quantify operational success;
- Inspects facilities to determine proper techniques and procedures are being utilized;
- Chairs regular indoor air quality meetings with school site teams; and
- Supports Building Service Managers with generation and implementation of summer cleaning plans.

QUALIFICATIONS:

- High School Diploma or equivalency certificate;

- Possess 3 to 5 years of experience in building operations management.
- A stationary engineer's license is desirable;
- Possess a valid State of Maryland driver's license; and
- Computer literate with a working knowledge of Microsoft Office programs.

TERM OF EMPLOYMENT:

Full-time twelve-month position

Hours for this position are 2-10:30 PM on days school is in session; otherwise 7 AM – 3:30 PM

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month eight-hour employees – Range 19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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