

OPERATIONS SUPERVISOR

Purpose Statement

The purpose of this position is to mentor and evaluate custodians, facilities operations managers and security staff; maintain an attractive, sanitary and safe facility for students, staff and public; provide equipment and furniture arrangements for meetings, classroom activities and events; oversee building security during work hours; minimize property damage, loss and liability exposure; ensure that assignments are completed in a safe, proper and timely manner; and oversee and support assigned custodians and security patrol officers in the performance of their assignments.

Essential Functions:

- **Develops** and maintains a variety of programs (e.g., equipment inventory, maintenance, replacement, materials, supplies standardization, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities
- **Develops** and maintains inspection procedures for the purpose of establishing a consistent level of custodial performance district wide
- **Directs** and evaluates personnel as assigned (e.g., custodians, substitute custodians, special projects groups, security patrol officers, etc.) for the purpose of maximizing the efficiency of the work force and meeting shift requirements
- **Inspects** custodial workstations for the purpose of ensuring that established standards are being met and that all deviations are eliminated
- **Performs** functions of other positions within area of responsibility for the purpose of ensuring adequate coverage of custodial operations
- **Prepares** documentation for the purpose of providing written support and/or conveying information
- **Researches** various information required in the preparation of reports for the purpose of meeting deadlines in compliance with state, federal, and/or administrative guidelines
- **Responds** to intrusion and fire alarms for the purpose of addressing immediate safety concerns and minimizing damage, loss and/or liability
- **Creates** and maintains a custodial training program for the purpose of continuously developing professional trade and safety awareness skills among assigned custodial personnel
- **Develops** and maintains security patrol work schedule calendar for the purpose of providing daily substitute coverage as needed
- **Develops** and monitors daily workstation schedule for the purpose of establishing specific functions, estimated allotted time, and materials and equipment needed.
- **Meets** with custodial members and reviews custodial station assignments to ensure appropriate balance to workloads for the purpose of making recommendations to administration.
- **Facilitates** applicant screening for substitute custodians for the purpose of making hiring recommendations to the administration.
- **Maintains** assigned facilities (e.g., classrooms, offices, gymnasiums, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment
- **Plans** and participates in meetings as assigned for the purpose of conveying and/or receiving information. Creates and maintains security and custodial meeting agendas based on the direction of the Director of Operations
- **Reviews** building use forms (e.g., number of custodial hours, EMS, Fees) for the purpose of ensuring the appropriate coverage is provided and charges are applied through the facilities use process

Other Job Functions:

- **Assists** other personnel as required for the purpose of ensuring an efficient and effective work environment
- **Assists** in the purchasing of equipment, supplies and parts to ensure maximum custodial services and ensure training and quality of equipment is maintained.
- **Assists** in the purchasing of new custodial equipment/supplies for new construction projects and/or remodels.
- **Assists** and participates in employee investigations and staff mediations

Minimum Qualifications:

Targeted job-related experience with increasing levels of responsibility is required
High School Diploma or GED

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS to perform multiple, technical tasks with a need to periodically upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include adhering to safety practices, operating equipment; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes concepts of grammar and punctuation; methods of industrial cleaning; and safety practices and procedures.

ABILITY to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; setting priorities; and working as part of a team.

Responsibility

Responsibilities include working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; and some fine finger dexterity. Generally, the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under a hazard free environment.

Licenses/Special Requirements:

Criminal Justice fingerprint clearance, valid driver's license