



GENERAL INFORMATION

TITLE..... Supervisor of Operations
DEPARTMENT..... Finance & Operations
LICENSURE Not Applicable
ENDORSEMENT..... Not Applicable
CLASSIFICATION Confidential
FLSA STATUS..... Exempt
REPORTS TO Director of Buildings & Grounds
SUPERVISORY RESPONSIBILITIES..... Buildings and custodial personnel
PRIOR EXPERIENCE Mechanical and building operations, facility management, and supervision experience
EVALUATION Evaluated by the Director of Buildings & Grounds using the agreed upon evaluation tool. The evaluation cycle will be one school year or more frequently if “needs improvement” or “unsatisfactory” rating.

JOB GOALS

Under the supervision of the Director of Buildings & Grounds, the Supervisor will:

- Provide staff, students and the community with a physical learning environment that is safe, clean, attractive, and comfortable
- Collaborate with staff to ensure optimal energy efficiency and security
- Promote cutting-edge facility management to enhance student learning outcomes

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

- Assumes responsibility for the overall timely scheduling of maintenance and repair requirements throughout the District
- Ensures that facility maintenance standards, renovations and new construction are consistent with all applicable laws, including Life Safety and the Americans with Disability Act (ADA)
- Proactively inspects all District buildings and grounds consistently to ensure that high standards of workmanship, cleanliness, safety and security are maintained and implements corrections as necessary
- Organizes and implements a program of preventative maintenance including required repairs for vehicles, buildings and cleaning equipment
- Promotes the use of technology and best practices to gain efficiencies in the Department
- Recommends and coordinates the purchase of equipment and supplies and establishes specifications pertaining to supplies, materials, equipment and construction
- Assists in the preparation and monitoring of the Operations & Maintenance Fund budget and the 7-year capital improvements schedule
- Evaluates and recommends materials and technologies that support the District’s philosophy, curriculum and energy efficiency
- Follows and models established policies, laws, principles and ethical behavior
- Maintains an accurate database of District assets and conducts inventory on a regular basis
- Conducts comprehensive cost analyses of various contracts, systems and procedures
- Supervises and inspects the improvement and renovation work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before recommending approval of requests for payment
- Coordinates projects with the Deerfield Park District and ensures intergovernmental cooperation for snow removal and building usage
- Implements the District’s comprehensive safety and security plan for the entire District including emergency evacuation procedures and crisis planning
- Maintains procedures for security including technological protection systems, key card systems and ID programs
- Establishes systems of communication for 24 hour information sharing regarding unusual conditions or security breaches
- Moves and repairs furniture and equipment as required
- Maintain a regular schedule of servicing and testing motors, electrical and other equipment

- Supervises, coordinates, schedules, trains and evaluates Buildings & Grounds and custodial staff ensuring professional development and remediation as necessary
- Models the use of current and emerging technologies
- Participates in professional organizations and activities that relate to safety and facility management
- Uses effective management principles, including the supervision of personnel, resources, and facilities, in developing and implementing program goals and objectives
- Supervises support staff, which may include maintenance and custodial staff, volunteers, and students hired for summer held
- Participates in the recruiting, interviewing, selecting, and training of Buildings & Grounds, custodial and seasonal staff
- Maintain transportation records on free, hazardous and paid ridership throughout the District and assist school secretaries in determination of such classification
- Work with transportation providers, principals and secretaries to complete annual bus routes and stops, to distribute student transportation IDs, troubleshoot transportation issues and communicate with parents

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge of Board policy; best practices in facility management and building systems

Ability

The employee shall engage in collaborative dialogue with peers; maintain records and prepare reports; communicate effectively both orally and in writing; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and time lines; take professional initiative; plan and organize work independently; develop effective reports; read a variety of materials; learn new methods through ongoing professional development; ability to work cooperatively and effectively with other administrators, certified and non-certified personnel, parents, and community members.

Education/Preparation

The employee shall possess the minimum of a High School diploma; licensure or certification of various trades such as HVAC, plumbing, electrical; experience with supervision

Reasoning

The employee must have the ability to solve practical problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel materials and tools. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess personal computing skills with the following types of software including web browsers, word processing, spreadsheet, and HVAC, work order and facility management database systems. While performing the duties of this job, the employee occasionally works in a classroom setting with children, occasionally works in outdoor weather conditions, and is subject to noises associated with both mechanical and educational environments.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- January 26, 2015