

## **Operations Manager**

### **QUALIFICATIONS:**

1. Related maintenance and facility management experience totaling at least five (5) years.
2. Minimum of (3) years supervisory experience
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

A working knowledge of Florida public schools bid laws and procurement procedures Florida public school laws related to construction, familiarity with school building, health and safety codes, physical plant and safety operations, and associated Risk Management Policies, Principles, practices, methods and techniques of facility maintenance, operations, remodeling, construction.

Skilled in using a computer and related software applications and modern office equipment. Ability to represent the District in meeting with administrators, professional staff, business leaders, governmental representatives and the public, concerning District management. Plan, promote, implement, and monitor related activities as the Operations Manager

### **REPORTS TO: SUPERINTENDENT**

#### **JOB GOAL**

To assist the superintendent substantially and effectively in the task of planning, directing, establishing priorities, and coordinating a variety of complex functions for the District's business and management operations supporting the best possible educational programs and services.

**SUPERVISES:** Maintenance Staff, Custodial Staff, and assigned Contract Vendors.

### **PERFORMANCE AREAS:**

- Facilities (Maintenance, construction, and grounds)
- Plant Operations, Custodial

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery: Facilities and Maintenance**

1. Authorize procurement of materials and supplies
2. Assist with the administration of bids, evaluation and/or purchase of supplies, materials, and equipment.
3. Administer the District-wide maintenance program, as well as custodial and grounds activities to ensure efficient and lawful functioning of the school district.
4. Prepare reports and maintain records required by statute.

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5. Responsible for policies, procedures, and practices of inventory, warehousing, and distribution.
6. Assist in all preconstruction planning.
7. Visit all construction sites frequently to monitor progress and inspect new construction.
8. Review and approve payment of invoices submitted by architects and contractors.
9. Maintain liaison with government agencies related to construction projects.
10. Coordinate utility services and easements.
11. Represent district at Emergency Operations Center.
12. Assist in the maintenance/development of district emergency plans.
13. Maintain all necessary records related to facilities, and prepare periodic reports for Board meetings
14. Take lead in development and utilization of "call list" for various performance areas.
15. Keep abreast of new information, innovative ideas, and techniques.
16. Assist in development and implementation of Crisis Management Plans.
17. Perform other incidental tasks consistent with the goals and objectives of the District

### **Inter / Intra-agency Communication and Delivery**

18. Supervise and evaluate department services and personnel under jurisdiction.
19. Confer regularly with District administrators on the adequacy of services for all departments, safety, and school bus discipline.
20. Communicate through proper channels to keep appropriate persons informed of impending problems or events of an unusual nature.
21. Maintain contact with other school districts, governmental agencies and other appropriate organizations related to assigned areas.

### **Professional Growth and Improvement.**

22. Attend state and federal meetings and keep abreast of legal requirements and proposed changes providing advice to supervisor as to their effects on the school system.
23. Promote and support professional development for self and others.
24. Plan and provide in-service activities for assigned personnel.
25. Participate in meetings and other activities to enhance professional growth.
26. Manage and administer personnel development through training, in-service and other developmental activities.
27. Attend all regular school board meetings.

### **Systemic Functions**

28. Prepare all required reports and maintain all appropriate records.

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- 29. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
- 30. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice as to the impact on the District.
- 31. Make and share decisions in a timely manner.
- 32. Respond quickly to emergency situations.

**Leadership and Strategic Orientation**

- 33. Assist in the development of short- and long-range District plans.
- 34. Anticipate potential problems and design processes and procedures to address them.
- 35. Exhibit support for the District’s vision, mission, goals and priorities.

**PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS**

Requires prolonged sitting or standing. Occasional stooping, bending, and reaching. Requires some travel. Must be able to work long and irregular hours. Must have the ability to handle emotional/physical stress.

**TERMS OF EMPLOYMENT: (12 Month Personnel)**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

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Supervisor’s Signature

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

May 24, 2023  
FCSB Approval Date