

PUEBLO SCHOOL DISTRICT 60
PROFESSIONAL JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Maintenance and Operations Supervisor
Prepared Date: 9/30/2013
Revised Date: 9/1/2021
Work Year: 220 days
Department: Facilities
Reports To: Executive Director of Facilities and Construction Management
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The job of the Maintenance and Operations Supervisor is to assist the Executive Director of Facilities and Construction Management in facilitating operational decisions, developing work control systems, maximizing building energy management, and providing supervision to all facilities management foremen. This position also manages all maintenance and cleaning operations and projects as assigned by the Executive Director of Facilities and Construction Management.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Bachelor's degree in Business Management, Facility Management, Engineering, or related field, or;
- Five (5) years of supervisory level experience in building maintenance operations and delivery of building services.
- Verified valid Colorado Driver's license and insurable by the District #60 insurance carrier
- Ability to pass District designated post-offer lift test
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in facility construction project management
- Previous experience in the licensed trades (mechanical, plumbing, electrical)
- Certifications in licensed mechanical and/or building trades

SKILLS AND KNOWLEDGE:

- Operating knowledge and experience with Computerized Maintenance Management Systems (CMMS) and Building Automations Systems (BAS)
- Proficiency with spreadsheet applications for budgeting and inventory control, as well as with Facilities Scheduling Software.
- Ability to work with energy audits, performance contracting, and CAD.
- Demonstrated knowledge of Green Technologies and Energy Certification programs such as LEED, hazardous material awareness, health and safety regulations and procedures, as well as experience in facilities management Best Practices and facilities maintenance processes.
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities.
- Prioritize, plan, organize, and execute work effectively, act independently, and exercise initiative in the performance of job duties.
- Ability and willingness to take ownership/responsibility for project completion and provide initiative in reaching organizational goals. Ability to plan, organize and schedule activities, meet deadlines, report custodial activities and resources needed
- Ability to keep sensitive information confidential
- Excellent interpersonal relationship skills.
- Excellent work history of reliable performance, including attendance, punctuality, and attention to job responsibilities.
- Ability to perform, track, and provide the current status of multiple simultaneous tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Coordinate community use of facilities for facility rental and special events.
- Manage and maintain schedules and agreements for community use of facilities.
- Provide systems administration of Building Automation Systems (BAS) and Facilities scheduling software for efficient and effective use of facilities.
- Provide building usage and equipment runtime reports.
- Troubleshoot BAS system problems and work with BAS service providers to maintain system security and reliable operation. Maintain control drawings and configuration software for field devices. Program or restore field device software configuration after replacement or reconfiguration of field controllers.
- Provide energy measurement and reports, inspections and assessments for development of an energy management program through administration of Building Automation Systems (BAS) performing energy audits and assisting in energy cost improvement projects.
- Coordinate building services for maintenance, cleaning, fire alarm testing, trash removal, intercom repair, bell scheduling, and other contracted services or special projects.
- Provide related facility inspections, assessments, and audits to comply with state regulations or to assist in the development of capital construction and operating budgets.
- Provide oversight of all construction and special maintenance repair projects.
- Evaluate maintenance and cleaning practices and procedures to ensure effective and efficient use of resources using BAS, CMMS, and Green Technologies.
- Evaluate maintenance and cleaning products and develop specifications to secure the best value of products and services for the District.
- Coordinate building security services and assist in the development of related improvement programs.
- Provide direct supervision to all facilities management foremen and indirect supervision to more than 100 staff members including interviewing and training employees; recommending employees for hiring, termination, discipline, promotion, and transfer; plan, assign, and direct work; appraise/evaluate performance; recommend employees for reward and recognition; address complaints
- Manage all maintenance and cleaning operations and projects as assigned by the Executive Director of Facilities and Construction Management.
- Meet with clients to discuss operational needs and to evaluate facility-related services.

- Assist the Executive Director of Facilities and Construction Management as a facilities staff team member to facilitate operational decisions and in the development of work control systems and building energy management. Follow up on pertinent issues with other team members, set positive, helpful tone for the team.
- Assist the Executive Director of Facilities and Construction Management in developing, administering, monitoring, and coordinating the department budget including maintenance and operations, directed services (general fund), custodial operations, exterior operations, building maintenance, district utilities, and various capital reserve budgets
- Assist in the development of life cycle and operational cost analysis, inventory, and budget reports for facility management.
- Evaluate new products and services for quality and cost comparisons.
- Evaluate building operation and performance, recommend improvements, and assist the Executive Director of Facilities and Construction Management with long-term facility operational planning and delivery of facility-related services.

NON-ESSENTIAL DUTIES:

- Perform any and all other responsibilities as assigned by the Executive Director of Facilities and Construction Management

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

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. Ability to see in low lighted or artificially lighted conditions is required. This position requires a work schedule of evenings, weekends and/or holidays.

In a 9-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 6 hrs per day)

C – Continually (6 - 9 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Sitting					X
Walking (level surface)					X
Walking (uneven surface)				X	
Crawling		X			
Crouching (bend at knees)			X		

Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms		X			
Repetitive use wrists		X			
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation		X			
Using foot control			X		
*Pushing/Pulling Maximum weight: 100 lbs.			X		
Lifting Maximum weight: 100 lbs.			X		
Carrying Maximum weight: 75 lbs.			X		

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually quiet.