

ST. MARY'S COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE AND SUPERVISORY POSITION DESCRIPTION

SUPERVISOR OF OPERATIONS

POSITION: Supervisor of Operations

REPORTS TO: Director of Operations

LOCATION: Department of Operations

NATURE OF WORK:

This position provides support for the Operations Department and all Operations Staff to facilitate the smooth operations of the day-to-day activities at schools and offices by interviewing and recommending staff for hire, providing resolution of personnel concerns, implementing employee assistance plans, evaluating employee performance, providing a high level of customer service to all school students, faculty, and administration, and identifying personnel development needs and training to promote personnel growth.

ESSENTIAL FUNCTIONS:

- Co-supervises all Operations Department employees;
- Maintains detailed employee files;
- Works collaboratively with union representation to mediate employee differences/issues
- Resolves employee payroll issues;
- Supervises various departmental training programs (i.e., in-service safety training, computer training of staff, on-site emergency preparedness training, etc.);
- Visits all facilities and responds to staff requests and concerns as required;
- Conducts employee evaluations;
- Facilitates Operations/Building Service position interviews;
- Investigates employee accidents;
- Coordinates with the Payroll and Human Resources Departments regarding employee issues;
- Coordinates and responds to all types of emergency situations across school district;
- Develops plans and standard operating procedures for departmental services such as inventory control, federal and state emergency system compliance, employee attendance tracking and substitute planning;
- Administrator of SMCPs program to comply with Asbestos Hazard Emergency Response Act (AHERA); and
- Performs additional job-related duties as assigned.

ILLUSTRATIVE EXAMPLES OF WORK:

- Meets with school site administrators, coordinating proactive service and support;
- Meets with all departmental employees to resolve staffing issues;
- Completes necessary personnel forms;
- Prepares and administers employee plans of assistance;
- Prepares recommendations and documentation for personnel disciplinary actions;
- Prepares forms and administers annual employee evaluations;
- Prepares and disseminates personnel performance evaluations through direct and indirect interactions;
- Assists with contract management;
- Facilitates the Building Service Worker Advancement Program;
- Leads small and large group meetings and trainings;
- Generates planning to support all school and community activities on weekends, holidays, and unplanned events as they occur;
- Fulfills the "Administrator" role in online inventory control system; and

- Conducts period surveillance per AHERA at all SMCPs sites every six months.

DUTIES AND RESPONSIBILITIES:

These examples are illustrative and not all-inclusive:

- Assures the smooth operations of building services for schools, in all SMCPs offices and buildings;
- Maintains effective, proactive communications with Operations staff, the Director of Operations, and the Department of Human Resources;
- Serves as liaison with school administrators, teachers, and all school district and community stakeholders to satisfy the operational needs of the educational environment in each unique setting;
- Reviews, evaluates, and disseminates employee performance evaluations;
- Monitors staff overtime and assures staff coverage for day, evening, weekend, and holiday events;
- Tracks all building usage, district-wide;
- Coordinates substitute building service staff hiring and coverage support including budgetary planning, computation of quarterly salary savings, and tracking substitute usage and payroll;
- Approves and tracks leave and overtime requests;
- Completes injury and worker compensation forms, as well as interview documentation forms;
- Assures the proper flow of process and documentation of staff hiring and discipline;
- Assists with planning and implementing in-service training programs to improve employee competency;
- Assists as needed as liaison with appropriate governmental agencies, such as environmental agencies, occupational safety-health agencies, and county fire, and health departments; and
- Assists with the maintenance of records for compliancy of State and or Federal codes and regulations.

QUALIFICATIONS:

- A bachelor's degree in management, administration, education, or related field;
- Two (2) years of related experience with employee relations including supervisory responsibility is desired;
- Any combination of applicable education, training, and experience which would provide the knowledge, ability, and skills necessary to perform effectively in this position is required;
- Certification or ability to earn certification as an accredited AHERA Inspector and Management Planner;
- Experience with custodial work practices and the maintenance of a physical plant within an institutional environment being most desirable;
- Proficiency with oral, written, and electronic communications is needed;
- Experience and proficiency with computer applications;
- Demonstrated ability to speak before large diverse groups; and
- Possession of a valid State of Maryland driver's license is also required.

TERM OF EMPLOYMENT:

Full-time, twelve-month position.

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on the SMASA salary schedule for eleven and twelve-month employees – Range C.

BARGAINING UNIT ELIGIBILITY: SMASA

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