JOB DESCRIPTION
Tahoe Truckee Unified School District

DISTRICT OPERATIONS SUPERVISOR

Purpose Statement:

Responsible for supervising, coordinating and reviewing the work of the District custodial and warehouse personnel; accountable for efficient and effective use of assigned staff, supplies, equipment and time to provide optimum service; responsible for timely and efficient planning, organization, and completion of centralized purchasing and contracting for a wide range of materials, supplies, services and equipment for TTUSD; coordinates the delivering of mail and ordered items to and from district facilities; moving and distribution of furniture, stages, seasonal, and other items as needed.

Essential Functions

- Plans, prioritizes, assigns, supervises and reviews the work of custodial and warehouse staff within each school site/District facility
- Ensures strong levels of staff productivity by scheduling routine inspections and observing work performed
- Develops, establishes and communicates annual work schedules for staff by identifying and interpreting school calendars, activities, budgets and available productive time
- Reviews and revises work methods and procedures to assure efficiency, cost-effectiveness, and compliance with established regulation, policies, and standards
- Plans and delivers in-service programs, training, presentations, and workshops as directed
- Evaluates the performance of assigned staff during staff assigned work hours
- Oversees substitute custodian training on a regular basis
- Obtains supplies, tools, and working equipment to ensure that all staff have the necessary resources to complete work assignments
- Determines and purchases needed district-wide custodial supplies and equipment; works with the Director of Facilities, Maintenance and Operations in the development of the preliminary custodial budget
- Requests purchase requisitions for the procurement of supplies, materials, equipment and services; assigns and monitors purchase requisitions/orders for purchasing action; oversees and monitors purchasing activities, ensuring timely completion to meet customer requirements; analyzes prices and market trends for best source of supply; provides information and assistance to TTUSD personnel regarding purchasing needs and procedures; receives, responds to, and resolves purchasing related questions, inquiries and complaints from customers and vendors
- Prepares bid packages, specifications and contract documents; reviews and analyzes specifications and bid data for custodial and warehouse goods and services contracts; analyzes and evaluates bid proposals, contracts, purchase requisitions, specifications and other purchasing related documents; prepares data to support recommendations for awards to TTUSD management; plans the preparation of bid advertisements and bid openings and recommends successful bidders
- Attends meetings for the purpose of obtaining and/or providing information and discussing and/or resolving problems
- Coordinates and distributes mail and other materials as necessary for the purpose of distribution according to district requirements and needs and postal regulation; coordinates and distributes food supplies, equipment, instructional materials and other items for the purpose of distribution to assigned facilities and / or individuals
- Processes externally routed mail for the purpose of ensuring compliance with postal service regulations

- Loads and unloads orders of food items, supplies, and/or equipment for the purpose of preparing orders for delivery transport
- Maintains documentation of deliveries, routes, mileage, etc., for the purpose of providing written support and / or conveying information as necessary
- Performs routine maintenance on vehicles used for deliveries, inclusive of inspections, fueling, fluid filling, etc., for the purpose of maintaining equipment in a safe operating condition
- Performs routine maintenance on all other equipment used for the purposes of loading and unloading, and deliveries for the purpose of maintaining equipment in a safe operating condition
- Provides information to the Director of Facilities, Maintenance and Operations regarding the need to order products for delivery under the district distribution program
- Maintains flow of merchandise and district materials and goods through the facility designated as the receiving point for district distribution
- Communicates with district and site administers, personnel, vendors, sales representatives and others regarding supplies, materials and deliveries
- Coordinates and implements all safety programs and procedures related to staff operations
- Prepares and submits recommendations related to staffing levels; requisitions equipment and supplies for regular and special projects
- Participates in the selection of staff, provides and/or coordinates staff training and works with custodial staffs to learn additional skills and correct deficiencies
- Supervises the performance of all custodial and warehouse personnel; evaluates performance after consulting with site administration; assigns and reviews work
- Plans and implements snow removal processes at district sites
- Prepares various reports as requested on custodial operations/activities; prepares written materials (e.g. purchase orders, memos, etc.) for the purpose of documenting activities and/or conveying information
- Prepares and organizes district property for process of surplussing
- Participates in performing physical inventories at warehouse and sites as necessary to perform job functions
- Places orders for delivery under the district distribution program
- Researches discrepancies on delivery orders for the purpose of correcting errors and / or returning damaged / incorrectly delivered items to vendors, inclusive of purchase order number verification
- Responds to after-hour emergency custodial calls
- Confers with school site/District facility administrators regarding the care and cleaning of facilities
- Other duties as assigned

Job Requirements & Skills

SKILLS are required to manage multiple major projects over a prolonged period, to work effectively and cooperatively with staff; math to prepare cost estimates, record and measure volumes and mixtures, prepare budgets; use of the full range of equipment used in custodial work.

KNOWLEDGE of requirements for proper cleaning and maintenance of district buildings; principals and practice of supervision and training; district organization, operations, policies, objective, and union contracts; federal, state and local laws, codes and regulations, related to employee and student safety; methods, materials, tools and equipment used in custodial and general maintenance; principles and processes used in running a complete custodial system; principles and practices of supervision and applicable work rules; district facilities and operations; chemical safety, use and handling, work hazards and safety practices.

ABILITY to plan, design, and implement custodial and warehouse programs; plan and coordinate the work of custodial personnel and crews; initiate and implement industrial safety procedures; estimate needed materials and supplies; work independently with little direction; establish and maintain effective working relationships with others; analyze situations accurately and adopt an effective course of action; meet schedules and timelines; plan and

organize work; train and supervise personnel; conduct investigations of industrial accidents, determine causes and recommend or initiate corrective preventive actions; identify unsafe and hazardous conditions and take or recommend appropriate corrective action; exercise initiative and sound independent judgment considering established guidelines, policies and procedures; communicate effectively, both orally and in writing; read, interpret, and follow rules, regulations, policies, and procedures; work flexible hours; operate standard and specialized office equipment including personal computer and peripheral equipment.

Responsibility

Responsibilities include: Working under limited supervision following standardized practices and/or methods; leading, guiding and/or coordinating others; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units may be required to perform the jobs functions. There is a continual opportunity to impact the organization's services.

Work Environment:

The physical demands described here 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.

Experience:
Job related experience with increasing levels of Responsibility

Education:
High School Diploma or Equivalent
Six year increasingly responsible custodial experience, including Three years in a supervisory capacity

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
Ability to travel to other sites/locations
Bilingual (Spanish) Preferred

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses:
Valid Driver's License

Clearances:
DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision:
Director of Facilities, Maintenance and Operations

Salary Grade:
Range 14 Classified Management Salary Schedule

Work Year:
227 Days