

Assistant Manager, Operations

QUALIFICATIONS:

1. Bachelor's Degree preferred. Related training considered.
2. Five (5) years experience in plant operations work in a supervisory position.
3. Thorough knowledge of methods, materials and equipment used in school plant cleaning.
4. Ability to organize and direct personnel, and in personnel management, including determining work loads, skill requirements, and directing employee job assignments.
5. Fundamental knowledge of building heating and ventilating equipment.
6. Successful experience in organizing and conducting in-service training.

REPORTS TO: Director, Business Operations

SUPERVISES: Operations Staff

JOB GOAL: To maintain the physical school facilities in a condition of operating excellence, cleanliness, and safety so that full educational use of them may be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Set and maintain standards of cleanliness in all school district buildings.
2. Supervise regular custodians and any private contractors engaged in cleaning or trash removal.
3. Supervise the operation of heating and ventilating equipment in all buildings.
4. Maintain all gymnasium and classroom floors which require refinishing periodically.
5. Supervise landscaping and maintenance of grounds.
6. Serve on call for the supervision of snow removal, personnel matters, and for other section related problems, as may be required
7. Administer the "Use of Buildings Program" and rental of school district buildings to outside organizations.
8. Collaborate with the Classified Personnel Section, Personnel Services Department, in personnel actions involving Operations employees.
9. Establish and maintain an adequate training program for all Operations employees.
10. Serve on the administrative negotiations committee in collective bargaining with staff bargaining units.
11. Estimate yearly requirements for custodial and operations supply items for Resource Management Section.
12. Prepare the annual budget of the Operations Section.
13. Field test custodial products for quality control, if requested by the Resource Management Section.
14. Implement a program of building housekeeping inspection, performing as many as possible personally, and directing the assignments of Area Assistant Managers.
15. Perform such other duties as may be assigned by the Director of Business Operations.