



Classified Job Description

CSEA Revised: December 8, 2014
NJUHSD Board Revised: January 14, 2015

Position Title:	OPERATIONS MANAGER
Contract Term:	12 months per year
Salary Range:	32

GENERAL DEFINITION:

Oversees, schedules, and assigns duties to the maintenance, custodial and grounds staff. Coordinates all facility use, field use, repair requests, and schedules/oversees, maintenance projects. May repair and replace filters, pneumatic controls, repair and service all hot water and steam boilers. Has general maintenance duties as time permits. Coordinates duties of grounds/maintenance under supervision of District Director of Maintenance and Operations.

UNDER SUPERVISION OF:

Principal/District Director/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. In conjunction with Custodian Night Supervisor, oversees schedules for custodial personnel on both the day and night shifts. Assign runs, work schedules and special events on a site or as-needed basis.
2. Oversees maintenance, custodial and grounds personnel. Assesses priorities of projects, determines budgetary constraints and assigns projects on a daily basis.
3. Facilitates and processes work orders; checks completeness of work.
4. Oversees the ordering of custodial, grounds, and maintenance supplies. Investigates new products to order supplies/equipment.
5. Communicates with District Director, principal/designee, teachers and other staff as needed. Facilitates communication between the custodial, grounds, and maintenance staffs as needed.
6. Checks furnaces or coolers, whichever is applicable, on a daily basis.
7. Operates automated HVAC central climate control system including thermostat programs, boilers, heat pumps, circulation pumps and fans etc. Makes minor repairs.
8. Programs, maintains and repairs all clocks, thermostats, boilers, coolers and lights for all regular school schedules, special school events, athletic events, and outside facility use events.
9. Assists in general custodial, grounds, and maintenance functions as needed.
10. Coordinates facility usage with activities, athletic programs, and outside events.
11. Coordinates maintenance and custodial projects year round, under the supervision of the District Director of Maintenance and Operations.
12. Is available for emergencies.
13. Coordinates or performs all service for heating/cooling equipment. Coordinates and schedules all plumbing, electrical, and carpentry projects on a daily basis.
14. Monitors operation and maintenance of all buildings on a daily basis.
15. Monitors building safety equipment, such as automatic fire sprinklers, fire extinguishers, emergency lighting equipment, emergency showers and eye wash, etc.
16. Knowledge of handling and disposal of hazardous materials.

17. Snow removal as needed including when called in after hours and on weekend to get the site ready for students.
18. Assists Director in preparing for major maintenance and repair of facilities.
19. Monitors all service contractor work and assists with prints and technical data information as required to maintain all facilities.
20. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:

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.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent. Journey level technician in heating and cooling systems. Knowledge of the principles of management and maintenance construction management. Knowledge of custodial and maintenance operations. Basic knowledge of construction, electrical plumbing and roofing. Experience in general building equipment, building materials and building machines.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees of organization.

MATHEMATICAL SKILLS:

Performs arithmetic calculations at the level necessary for satisfactory job performance. Ability to calculate figures and amounts, proportions, percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

CERTIFICATES, LICENSES:

Valid California driver's license with good driving record. Certification in, but not limited to: general construction maintenance, water boilers, DDC & pneumatic controls and air states, programmable time clocks and thermostats, lift equipment, pool, and programming HVAC systems.

OTHER SKILLS AND ABILITIES:

General knowledge of first aid and CPR. Journeyman technician or equivalent in water boilers, DDC & pneumatic controls, time clock and thermostats, and HVAC systems. Management experience. Ability to work as a custodial and maintenance team leader. Ability to establish and maintain effective working relationships with students, staff and community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies. Ability to operate a computer and related software. Demonstrate quality work and exceptional work habits.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 pounds such as piping and pool valves. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Physical involved in heavy physical exertion. Physical ability to lift and carry objects weighting up to 150 pounds with assistance. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outdoors and will occasionally work indoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours.

The noise level in the work environment is usually moderate and occasionally will work in a loud area.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional related duties and additional related duties may be assigned.