



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Building Services	Maintenance	Director of Maintenance Building Services and Projects

Position No: 79008	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 6/25/13
FSLA: Exempt	Date Revised: 2/9/24; 4/25/24

MINIMUM QUALIFICATIONS

1. BA or BS degree in Business/Administration Management, Engineering or HS Diploma with 5 years of facilities operations management
2. Proficient with developing excel spreadsheets, departmental budget analysis and forecasting.
3. Minimum 5 years' experience managing warehouse, custodial and grounds operations, inventory control, and developing KPI's for multiple sites.
4. Knowledge of rules and regulations of State Board of Education, School Board and state and federal laws and union contracts.
5. Proven ability to express ideas clearly and concisely, orally and in writing.
6. Experience in handling employee evaluations, labor relations, conferencing and documenting resolution.
7. Ability to perform the duties and responsibilities of the position.

DUTIES AND RESPONSIBILITIES

1. Operations management and oversight of site maintenance, grounds, and warehouse facilities.
2. Prepare detailed budget analysis and forecasting for large multiple facility operations.
3. Ability to create and manage departmental KPI's.
4. Develop process flows for warehousing, grounds and custodial operation and maximize efficiencies.
5. Manage and report on staff of area managers and supervisors covering multiple sites.
6. Manage departmental accounting and bookkeeping operations.
7. Oversee solid waste and environmental operations.
8. Oversee grounds operation management.
9. Oversee the warehouse and Inventory management for custodial supplies, equipment, maintenance tools/supplies and white fleet.
10. Oversee departmental emergency response for natural disasters.
11. Ability to work closely with facilities, maintenance, and capital projects, to create a seamless team.
12. Facilitate team and employee development
13. Interface with Local Union as needed
14. Prepare Monthly operational reports
15. Supervise and analyze Supply Chain Management
16. Proactive improvement and alignment of various policies, processes and methodologies used by the team with industry best practices.
17. Monitor and maximize efficiencies with outside vendors and on-site vendors.
18. Oversee departmental annual audit and approve invoices by department.

19. Perform assigned tasks as directed by the Director of Maintenance, Building Services and Projects
20. Properly respond to concerns of parents, schools and other customers in a timely manner.
21. Establish standards and maintain an on-going employee training program for custodial employees which focus on production, safety, customer service.
22. Develop and maintain Custodial Procedure Handbook/Manual, department guidelines and policies for all custodial employees.
23. Consult with the district negotiating team in preparation for collective bargaining.
24. Develop and maintain a system for implementing employee disciplinary actions which include documentation of complaints and accidents.
25. Conduct required performance evaluations of all personnel assigned.
26. Perform assigned tasks in a timely and efficient manner.
27. Perform other duties as assigned.

PHYSICAL DEMAND CLASS:

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.