



JOB DESCRIPTION

Job Title	General Manager - Operations
Department	Buildings & Grounds
Reports To	Executive Director of Business Services
Classification	Administration
Location	Service Center
Salary	On schedule
Length of Contract	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Working under the direction of the Executive Director of Business Services, the General Manager - Operations is responsible for the management of processes, staff, budgeting, district vehicle fleet, grounds, and facilities use to support the public Prek-12 educational experience. This includes management of department personnel, evaluation and hiring of personnel, operations, and budget execution.

Essential Job Functions

- Manages custodial operations, sets custodial standards, hires/evaluates staff, manages custodial coverage, and approves timecards.
- Manages all grounds maintenance operations, including mowing, athletic field prep, snow plowing, and contracted work.
- Responsible for annual custodial maintenance and execution.
- Maintains records on personnel, purchasing, building data, building sites, and maintenance work.
- Works in conjunction with the General Manager - Facilities to maintain District Comprehensive Plan and Capital Improvement Plan.
- Ensures all department purchasing procedures comply with finance directives and district policies.
- Manages District vehicle fleet and procures buildings and grounds equipment.
- Administers the DOT driver drug and alcohol testing program.
- Supervises all Maintenance I positions, excluding Maintenance I – Woodshop, hires/evaluates staff, manages maintenance coverage, and approves timecards.
- Manages the District Facility use and building rental program.
- Coordinates and supervises weekend work during the school year.
- Coordinates with General Manager – Facilities to establish and test procedures for natural gas interruption and Electric Peak alerts.
- Purchases natural gas and other commodities; develops programs for energy management.
- Works in conjunction with the Safety and Security Manager to develop plans for enhanced building security and training of staff.

- Works closely with department personnel, administrators, and principals to coordinate cleaning and maintenance of facilities.

Ancillary Job Functions

- Shares responsibility for department expectations in absence of the General Manager – Facilities.
- Manages public use of facilities and responds to public inquiry regarding facility use.
- On call for security, fire and other building emergencies that require a response.
- Serves on the Emergency Management Team, Student and Staff Safety Team, and participates and contributes to other committees as needed.
- Performs other duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Minimum of three years’ supervisory experience.
- Buildings and grounds management experience.
- Technical degree or certification in facilities management, project management, construction, or a related field.
- Minimum of three years of purchasing experience.
- Demonstrated computer literacy.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Experience in school operations.
- Bachelor’s degree in operations-related field.
- Experience in project management.
- Certification in health and safety disciplines.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of building, fire, and electrical code requirements.
- Ability to organize and coordinate operational activities.
- Excellent management, leadership, and training skills.
- Knowledge of how building systems operate (mechanical, electrical, fire alarm, fire suppression systems, etc.).
- Ability to use Microsoft Office Suite and other software packages as required.
- Computer competency in a variety of programs.
- Ability to speak and write effectively to a variety of stakeholders.
- Knowledge and skill in problem solving, conflict management, budgeting, planning, and organizing.
- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Demonstrates an understanding and use of culturally responsive practices.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be exposed to wet/humid conditions, inclement outdoor weather conditions, vibration, hazardous traffic conditions, extreme temperatures, oils, fumes/airborne particles, moving mechanical parts, risk of electrical shock, loud noise levels or potentially hazardous or cancer-causing agents/chemicals during inspection of construction activities.
- Requires standing and walking on hard surfaces.
- Requires work in the presence of mechanical equipment and noise.
- Normal office environment.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Physical Requirements – The physical demands described below 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 essential functions.

- Must be able to work at desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, stoop/kneel/crouch, and climb/balance.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors in order to observe and inspect construction sites.
- May occasionally be required to lift up to 25 pounds.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.