

JOB DESCRIPTION

***PERTH AMBOY
BOARD OF EDUCATION***

Operations Manager

Position Summary

The Operations Manager reports directly to the Director of Buildings and Grounds. This highly responsible supervisory position has a 24-hour responsibility for custodial operations. Work involves the direct supervision of all custodians within the district. In emergencies or in the absence of the Director of Building and Grounds, the Operations Manager shall be responsible for the maintenance and custodial staff. The Operations Manager's work schedule will be set by the Director of Buildings and Grounds and will include some evenings. This position also requires response to emergencies and snow removal activities at any time, including nights and weekends.

Goals and Worker Activities

1. Make work assignments and prepare work schedules for custodians and maintenance.
2. Supervise all aspects of building cleaning operations.
3. Supervise all aspects of grounds keeping and landscape activities.
4. Develop procedures, programs, schedules, and priorities related to work to be performed.
5. Train and instruct employees in proper housekeeping methods and procedures.
6. Train and instruct employees in the proper use of various machines, and general work safety.
7. Inspect work completed for quality and completeness.
8. Counsel employees on overall work performance. Assist employees in improving job skills and knowledge.
9. Take disciplinary action (letters of reprimand) when needed.
10. Conduct accident investigation and complete accident reports for job related injuries.
11. Make decisions regarding the suitability of employees to perform custodial tasks when work related restrictions and/or disability accommodations bear upon their ability to perform.
12. Supervise other crews in the absence of the regularly assigned supervisor.
13. Recommend promotion and discharge as appropriate.
14. Test new cleaning methods, products and equipment. Submit appropriate reports.
15. Contractor interactions and supervision.
16. Conduct playground safety inspections.
17. Maintain appropriate records.

Knowledge and Skills

1. Meet with faculty, staff, and administration to ensure that service responsibilities are being met.
2. Basic knowledge of state and federal guidelines on equal employment opportunities and affirmative action.
3. Knowledge of the following regulatory guidelines: OSHA, AHERA, Right to Know, Radon and IPM.
4. Basic knowledge of interviewing and training techniques.
5. Basic knowledge of proper procedures for administering corrective disciplines.

Operations Manager (Cont'd.)

6. Knowledge of union contracts and grievance procedures.
7. Knowledge of proper cleaning methods and procedures.
8. Knowledge of cleaning chemicals, their proper use, and safety precautions.
9. Ability to evaluate a job and develop realistic estimates of time and materials required for completion of the task.
10. Ability to perform all tasks and operate all power equipment used in custodial operations.
11. Knowledge of departmental purchasing/requesting procedures.
12. Knowledge of policies and procedures for maintaining time/attendance records.
13. Knowledge of MSDS content and use.
14. Ability to write clear and concise reports.
15. Ability to maintain a professional and service oriented relationship with staff and co-workers.
16. Knowledge of electronic mail, word processing, and various maintenance/quality assurance program.
17. Present a clean and neat appearance at all times.

Experience

Minimum of 6 years custodial work experience, and at least two years of supervisory experience, preferably done in public schools.

Education/Training

Associate's Degree or High School diploma with minimum of 6 years of custodial/maintenance work in public schools.

Licenses

- Valid driver's license
- Black Seal License (required)
- CEFM (preferred)
- Asbestos O&M, Radon testing (preferred)