



Classified Job Description

NJUHSD Board Approved: December 15, 2020

Position Title:	MULTI SITE OPERATIONS MANAGER
Contract Term:	12 months per year
Salary Range:	29

GENERAL DEFINITION:

Facilitates, schedules, and coordinates duties of the maintenance, custodial and grounds staff supporting district facilities. Coordinates facility use, field use, repair requests, and schedules assigned projects. Performs hands on repair and maintenance tasks to include air handler filter changes, minor electrical repairs, and servicing of utilities systems. Guides duties of custodial/grounds/maintenance under supervision of District Director of Facilities and Construction or Designee.

UNDER SUPERVISION OF:

District Director/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works with other operations managers, work leads, and supervisors to oversee and distribute tasks to maintenance, custodial and grounds personnel.
2. Distributes projects based on priorities, determines budgetary constraints and distributes work on a daily basis.
3. Facilitates and processes work orders; checks to ensure work is completed following industrial norms and acceptable quality standards.
4. Utilizes automated work order systems to manage work orders inputting of costs and hours worked. Facilitates and processes work orders; checks completeness of work.
5. Oversees ordering of custodial, grounds, and maintenance supplies. Investigates new products/equipment to order. Accounts for tools and equipment assigned/purchased under their work center.
6. Communicates with the District Director/principal's/designee, teachers and other staff as needed. Facilitates communication between the custodial, grounds, maintenance, and contractors as needed.
7. Operates automated BMS (Building management systems) including thermostat programs, boilers, heat pumps, access controls, 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. Performs general custodial, grounds, and maintenance functions as needs dictate.
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 Supervisor of Maintenance and Operations.
12. May be required to lead projects at any of the district's sites.

13. Is available for emergency call back.
14. Monitors, Reports and Repairs operation and maintenance of all buildings on a daily basis.
15. Monitors, Reports and Repairs building safety equipment, such as automatic fire sprinklers, fire extinguishers, emergency lighting equipment, emergency showers and eyewash, etc.
16. Knowledge and coordination of handling and disposal of hazardous materials.
17. Snow removal as needed including when called in after hours and weekends to ensure sites are safe and ready for students.
18. Assists Director in preparing for deferred maintenance, major maintenance and repair of facilities.
19. Monitors all service contractors work and assists with as-built prints and technical data as required to maintain all facilities.
20. Ability to operate assigned district vehicles and equipment.
21. 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. Journeyman level maintenance experience and knowledge of commercial buildings or schools. Knowledge of the principles of management and maintenance construction management. Knowledge of custodial and maintenance operations. Working 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, BMS, lighting controls, 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 weighing 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.