

## **Operations Manager**

### **Purpose Statement**

The job of Operations Manager is done for the purpose/s of supervising maintenance and repair services and activities; assisting in the evaluation and oversight of new construction projects, overseeing assigned personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to the Director of Operations

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### **Essential Functions**

- Communicates with administrators, personnel and outside organizations for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Develops specifications for bidding and RFP documents for the purpose of providing them to architects, contractors, asbestos abatement specialists, construction management firms, etc. for selection and awarding of contracts.
- Evaluates programs and/or projects for the purpose of carrying out and achieving objectives.
- Implements assigned activities and/or projects for the purpose of delivering services in compliance with established guidelines.
- Inspects new construction, repair work, projects, grounds, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently, specifications are within established guidelines, and approving inspection reports and payment requests.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches a variety of topics for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Supervises department functions including hiring/termination recommendations, planning / scheduling / coordinating activities, training, advising, consulting, etc. for the purpose of ensuring that the department functions in a safe and efficient manner.
- Supervises work and workplace safety standards for the purpose of ensuring compliance regulatory requirements and district preventive maintenance processes.
- Utilizes office technology and interacts with multiple software programs for the purpose of tracking data, working with district operations, and communicating with others.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; analyzing data; comparing results; conducting interviews; conducting meetings; estimating required resources; handling hazardous materials; operating equipment used in; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; concepts of grammar and punctuation; health standards and hazards; knowledge of community resources; methods of industrial cleaning; construction concepts, maintaining external grounds, and safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; available on-call; communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; working as part of a team; working extended hours; and working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 50% walking, and 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Targeted, job related education with study in job-related area.

**Equivalency**

Required Testing

Physical Capacity Assessment

Certificates

Valid Driver's License & Evidence of Insurability

Appropriate Building-Related Certification

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Range