Oak Grove School District

**JOB TITLE:** Supervisor of Operations

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To coordinate, direct, and supervise the custodial, landscaping, gardening, maintenance and construction activities of the District. Employees in this classification receive limited direction from the Director of Operations, contracted management staff and/or the Assistant Superintendent for Business Services within a broad framework of policies and procedures. This job classification exercises responsibility for the day-to-day operations in planning, scheduling, and supervising of custodial, grounds and maintenance services. This Supervisor evaluates all departments and maintenance personnel and with the on-site school administrator jointly supervises the custodial personnel.

**TYPICAL DUTIES**

Plans, schedules, directs, and supervises custodial, grounds, maintenance, and construction activities for the District

Supervises, reviews, and inspects the work of personnel assigned at each site to ensure maintenance of established standards

Participates in establishment of departmental operating procedures and standards and supervises implementation

Inspects on-going and completed work projects and activities for compliance with established standards

Conducts monthly site inspection with on-site administrator and prepares written inspection reports as required

Trains, supervises, and evaluates work of custodial, grounds and maintenance personnel

Chairs interview panels and follows District hiring procedures

Coordinates substitute program; oversees assigning substitutes; and maintains daily logs, schedules and timesheets

Performs work layouts and instructions for and will assign, schedule and evaluate the work of departmental personnel including authorization of overtime

Prepares and submits budget estimates for maintenance and operations; monitors and authorizes budget expenditures

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Estimates and requisitions supplies, equipment, and materials needed for assigned projects

Confers with and advises administrators and other staff members in the establishment of efficient workloads, work schedules, vacations, and summer service programs

Trains workers in the safe and effective use of equipment, supplies, and chemicals in compliance with appropriate OSHA and other safety regulations

Supervises the installation of blacktop, concrete, and surface areas, and external drains around schools and other facilities

Coordinates public use of athletic fields and facilities; meets with various public groups, regarding facility usage procedures and standards

Prepares bid specifications for equipment and projects; coordinates bidding process with Purchasing Department

Maintains and updates appropriate records and prepares reports as required including Material Safety Data Sheets (M.S.D.S.) related to operations and oversees disposal of hazardous materials

Coordinates programs with on-site administrators and/or outside contractors

Acts as initial resource person and investigator regarding any emergencies, security systems and maintenance problems at District facilities; initiates appropriate actions

Reviews and evaluates security alarm reports; meets with alarm companies, police and others regarding security problems, vandalism, etc.

Performs other related duties as required

MINIMUM QUALIFICATIONS

Possession of a valid California Driver’s License

Knowledge of the use, operation, and maintenance of tools, materials, and equipment used in custodial, grounds, and maintenance work

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Knowledge of the proper work practices and methods and accompanying safety procedures used in maintenance and operations

Knowledge of appropriate Health and Safety regulations pertaining to cleaning methods, equipment, and chemicals used

Knowledge of District requirements for maintaining the District in a clean, safe, and orderly condition

Knowledge of plant diseases, insects, pests, and approved methods and materials used in controlling and eradicating same

Knowledge of plants, their characteristics and adaptability to various weather and soil conditions

Knowledge of the proper use and application of fertilizers, herbicides, and insecticides

Knowledge of the preparation of landscaping blueprints and designs

Knowledge of the installation, repair, and maintenance of sprinkler systems

Knowledge of proper supervisory techniques and methods

Skill to supervise and evaluate the work of others

Skill to carry out a variety of directives and policies in an independent and effective manner

Skill to plan, organize and coordinate custodial, gardening and maintenance services

Skill to estimate materials, supplies, and manpower resources needed for custodial, grounds, and maintenance

Skill to establish and schedule work priorities

Skill to monitor and control a departmental budget effectively

Skill to prepare, read and interpret blueprints, sketches, diagrams and drawings

Skill to prepare accurate time, materials and cost estimates

Skill to prepare work reports and correspondence

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Skill to establish and schedule work priorities

Skill to maintain appropriate files and records

Skill to communicate effectively in both oral and written forms

Skill to successfully identify problems (both technical and supervisory), secure relevant information and identify probable cause(s)

Skill to meet the physical requirements necessary to safely and effectively perform the required duties

Skill to establish and maintain effective work relationships with those contacted in the performance of required duties

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