

## **MERIDIAN SCHOOL DISTRICT CLASS SPECIFICATION**

### **ASSISTANT OPERATIONS SUPERVISOR**

#### **General Statement of Duties**

Assists in the supervision of the maintenance and operations of District schools, administrative buildings, facilities, and grounds; performs related work as required.

#### **Classification Summary**

The primary function of an employee in this class is to assist in the management and supervision of maintenance and operation to ensure the safe physical operation of District schools, administrative buildings, grounds, and related facilities. Duties include personnel management, scheduling, planning and estimating material and equipment needs. The primary duties of this class are performed in an office and school building environment.

#### **Examples of Work** (Illustrative Only)

##### **Essential Duties and Responsibilities:**

- Supervise the maintenance and physical operations of schools, administrative buildings, grounds, playing and recreation fields, warehouse and supply facilities, and related facilities; Ensures the safe operation of facilities and compliance with federal, state, county, municipal, and other applicable codes and regulations.
- Assist in setting priorities and organizing resources including personnel, equipment, materials, and funding, to accomplish maintenance schedules.
- Administers new and remodel construction projects for timely completion and compliance with applicable building and construction codes.
- Monitors expenditures of budgets.
- Assist Supervisor
- Assist in supervision of construction.
- Performs frequent safety, maintenance, and compliance inspections of schools, buildings, grounds, and related facilities.
- Responds to and resolves requests for maintenance and other services by building principals, administrators, the public, and other interested and affected persons.
- Performs all work duties and activities in accordance with District policies, procedure, and safety practices.

##### **Other Duties and Responsibilities**

- On call to respond to emergency situations or security alarms on a 24-hour basis.
- Performs other related duties as required.

## **Knowledge, Skills and Abilities**

Knowledge of:

- Employee supervision, training, and evaluation methods and techniques
- Methods, materials, tools, techniques, and standard practices of school building maintenance
- Methods, materials tools, techniques, and standard practices of school building construction and remodel
- Construction, mechanical, health and safety, environmental, access, and other applicable federal, state, District, county, and municipal codes, regulations, and requirements
- Budget, implementation, and compliance methods and objectives
- Federal (OSHA) and other applicable regulations and District policies regarding safe work practices, including use, application, and disposal of cleaning and sanitizing chemicals
- Operation of standard office equipment, a personal computer, and job-related software
- Computer applications for facilities management
- Operation of tools, equipment, chemicals and cleaning agents, and related supplies used in the maintenance, repair, and cleaning of school buildings and facilities

Ability to:

- Perform building and facility inspections; Supervise, train, and evaluate employees
- Read and interpret technical and operational manuals, blueprints, and diagrams
- Administer the maintenance, repair, and operations of school facilities
- Prepare and maintain written reports, work orders and maintenance records
- Prepare and maintain required records, files, reports, logs, and documentation
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties: Operate a motor vehicle
- Communicate effectively, both orally and in writing; Establish and maintain effective working relationships with employees, supervisors, administrators, contractors and the public
- Perform tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner; Perform time management and scheduling functions, meet deadlines, and set task priorities;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks

## **Acceptable Experience and Training**

- High school diploma or GED equivalency required and college degree in public administration, construction management, or a related field is preferred; and
- Four years experience in a related field is required; or

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Idaho drivers license

### **Essential Physical Abilities**

- Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with others verbally and by telephone, and discern warning and alarm systems, such as equipment backup alarms
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders and comprehend, prepare, and review written and text documents
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and operate a motor vehicle
- Sufficient personal strength, mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment and perform building and site inspections, including roof inspections and be able to lift up to 50 pounds