



## ***EL TEJON UNIFIED SCHOOL DISTRICT***

**Sara Haflich**  
Superintendent

### **CLASSIFIED JOB OPENING**

**POSITION:** Operations Manager  
8 hours per day, 12 months

**LOCATION:** District

**SALARY RANGE:** #22 \$18.05 to \$22.19 per hour  
If split shift required, \$18.77 to \$23.30 per hour

**SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.

**APPLICATION PROCEDURE:** Interested personnel should submit an application and resume to the District Office by Wednesday, June 5, 2019.

**Position pending CSEA and ETUSD Board of Trustee Approval!**

**EL TEJON UNIFIED SCHOOL DISTRICT**  
**Operations Manager**

**JOB SUMMARY**

Operations Manager will, under supervision of the Director of Facilities and Operations perform a wide variety of specialized and responsible tasks relating to the grounds, maintenance, and facility operations of a school site. Operations include electrical, plumbing, air condition, heating and building maintenance, This is not an exhausted list but would include: repairs doors, windows, roofs and buildings; makes repairs with wood and concrete; maintains equipment and tools; services and repairs cooling, heating and ventilation equipment; paints buildings and equipment; drives a light truck; unloads and inventories supplies; makes electrical repairs and adjustments; replaces and repairs electrical lighting fixtures and motor-driven appliances; performs plumbing tasks. Grounds keeping would include but not an exhausted list of and maintains outdoor sprinkling systems, care for plants, shrubs, trees, and lawns; and performs other related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

District policies and procedures as they apply; Methods and practices of cleaning and repair of District equipment and furniture; Operation of tools and equipment used in all phases of school maintenance, facilities and grounds; Oral and written communication skills; Interpersonal skills using tact, patience and courtesy; Proper methods and operation of equipment and tools used in grounds facilities, and maintenance; Safe driving an operational practices.

Ability to:

Perform semi-skilled maintenance, construction and repair work in the area of work assigned via building or grounds maintenance.

Use and operate hand tools, mechanical equipment, and power tools and equipment.

Read and interpret basic maps and blueprints.

Work independently in the absence of supervision.

Understand and maintain the entire water system, both domestic and irrigation branches, as well as the wastewater system. Operate, observe and monitor equipment and operations daily, run operational checks, check water wells, lift stations distribution and collection systems, and other remote sites. Assist with preventive and corrective maintenance on equipment throughout the entire facilities, plumbing systems to ensure that the system complies with limits set by Federal, State and Local agencies.

Operate a variety of equipment, tools and machines in a safe and proper manner.

Maintain and verify accuracy and completeness of work requests.

Perform appropriately in situations requiring tact and diplomacy.

Troubleshoot and repair/replace a variety of equipment.

Provide and follow oral and written instructions.

Follow-through with directives. Establish and maintain cooperative working relationships with others, including maintaining order on a school site.

Establish and maintain MDS sheets for the proper uses and applications of chemicals; such as fertilizers, solvents, waxes, weed killer, paints, just to name a few.

Operate transportation vehicles in a safe and proper manner.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Compile, maintain, and submit accurate and complete records and reports.

Verify accuracy and completeness of documents and process data.

Troubleshoot and repair/replace a variety of equipment.

Review, code, check, and enter data on a computer.

Work independently and with minimal supervision.

Provide work direction to others as assigned.

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Adjust to flexible assignments often with short notice.  
Make arithmetic calculations with accuracy.  
Perform moderate physical exertion.  
Adhere to safe work practices.  
Work at various configurations.  
Meet schedules and deadlines.  
Responsible, Manage and Oversee staff as assigned.  
Plan and organize work.

Experience and Education: Any combination equivalent to: graduation from high school or possession of GED required; supplemented by three (3) year of building experience, grounds and maintenance experience, preferably in a school setting. Possession of a valid First Aid Certificate and a valid California Driver's License A, B or C.

**ESSENTIAL FUNCTIONS OF THIS POSITION**

1. Performs a wide variety of nontechnical services and repair tasks; interpret and apply rules and regulations as appropriate; provide work direction to other site grounds and maintenance staff as assigned.
2. Inspect district roofs, clean gutters and downspouts to clean debris from roof tops; patch or replace worn and broken gutters, downspouts drain caps and roof leaks and potential roof leaks throughout district repair fan screens on roofs repair or replace damaged or worn roof vent caps.
3. Directs personnel as assigned for the purpose of maximizing the efficiency of the workforce and meeting shift requirements.
4. Maintains school equipment and surfaces throughout the District.
5. Manage, oversee and perform painting interior and exterior of schools, offices and school-related facilities; use sand or water blaster to remove paint, rust and dirt and prepare surfaces for painting; paint parking strips and playground areas.
6. Manage, oversee and performs repairs, replace and install door and outdoor lighting circuits branch or feeder circuits and other service
7. Manage, oversee, and perform various semi-skilled duties such as repairing, replacing or installing various electrical and mechanical equipment such as school intercoms, fire alarm systems, athletic scorekeeping equipment, classroom clocks, cable television service wiring and other audio-visual equipment.
8. Manage, oversee, and perform; replace or install time clocks or thermostats for heating, ventilation, air conditioning, lighting and irrigations systems.
9. Manage, oversee, and perform the use of picks and shovels to dig trenches for underground wiring and pipelines.
10. Assist in skilled carpentry, painting, locksmithing, electrical services, HVAC maintenance, repairs fences, and related duties.
11. Arranges work for (e.g. ballfields, courtyards, flower beds, et.), for the purpose of providing adequate, attractive, and safe areas for assemblies, and/or recreational activities.

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12. Maintains landscaping (e.g. lawns, shrubbery, planted areas, irrigation, fences, playgrounds, etc.) for the purpose of preserving grounds in a healthy, attractive, and safe condition.
13. Mow and water lawns, weed lawn areas, edge sidewalk areas and sports fields.
14. Power blow sidewalks, sports courts and other walkway areas after mowing lawns etc.
15. Mix and apply herbicides, pesticides and sprays over planted areas in accordance with policies and laws.
16. Evaluates landscaped areas, equipment, sprinkler systems and grounds (e.g. fields, parking areas, etc.) for the purpose of identifying repairs and/or replacement needs, maintain schedules, and preventing erosion.
17. Clean and maintain grounds, pick up trash on school campus; pick up broken glass and other debris.
18. Line athletic fields and tracks, reseed, fertilize and restore playing fields after sporting events and other activities.
19. Maintain all tools and equipment as needed
20. Operate sweeper to clean parking lots and blacktop areas; repair blacktop areas as needed; refill holes and cavities.
21. Mix, apply and cut cement as needed.
22. Operate a cherry picker as needed to install goal posts, repair/replace lighting, prune trees, etc.
23. Inspect and repair playground apparatus.
24. Install, repair and maintain plumbing systems including pipes, faucets, toilets and other fixtures, maintain water lines, septic systems, sewer lines and drains, sprinkler systems.
25. Remove and replace windows; install and replace tile; perform routine carpentry work as required.
26. Repair a variety of school equipment including desks, chairs, locker and office equipment.
27. Maintains a clean, orderly work area; mows, trims, cleans, remove debris, repairs doors, locks, HVAC, tools, gutters, floors, lighting, electrical, plumbing and other general maintenance in order to maintain classrooms and other instructional areas for the purpose of maintaining a sanitary, safe, and attractive environment.
28. Operates a variety of equipment, tools, and machinery.
29. Secures, and unlocks, facilities and grounds for the purpose of minimizing property damage, loss, Liability, and ensuring safety at the work site.
30. Informs students, other site personnel, and supervisor for the purpose of providing information regarding activities, safety, and/or proper maintenance of facilities.
31. Manage, oversee, and performs grounds and maintenance work as needed.

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32. Procures equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
33. Repairs furniture and equipment for the purpose of ensuring that items are available and in safe working condition.
34. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
35. Acts as the Manager for all grounds and maintenance personnel.
36. Develops and implements a program for regular grounds, facilities, and building preventive maintenance.
37. Maintain confidentiality on school –related matters.
38. File accident reports when necessary.
39. Schedule safety meetings and safety programs; report incidents which affect the safety of pupils and staff..
40. Provides input and works with collaboratively with the Director of MOT in discipline and evaluation of staff.
41. Create a positive culture and work environment to all students and staff.
42. Assist the Director of Facilities and Operations as needed.
43. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements.
  1. Seldom = Less than 25%
  2. Occasional = 25 - 50%
  3. Often = 51 - 75%
  4. Very Frequent = 76%+
  - 2 Ability to sit for extended periods of time.
  - 4 Ability to stand for extended periods of time and ascend and descend steps.
  - 4 Ability to see for purposes of reading laws and codes rules and policies and other printed matter and observing students.
  - 4 Ability to hear and understand speech at normal levels.
  - 4 Ability to communicate so others will be able to clearly understand normal conversation.
  - 4 Ability to bend and twist, stoop, kneel, run and crawl.
  - 4 Ability to lift 50 pounds.
  - 4 Ability to carry 50 pounds.
  - 3 Ability to operate office equipment.
  - 4 Ability to reach in all directions.

**OTHER RELATED FUNCTIONS OF THIS POSITION**

1. Other related duties as assigned.

Classified Salary Schedule Range: 22

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approved: