

Foresthill Union School District



JOB DESCRIPTION

Facilities Operations Lead

Purpose: Under the supervision of the Superintendent or designee, the Operations Lead is responsible for organizing, supervising, and supporting high-quality operations on all district facilities to ensure they are safe, clean, operational, and prepared for school and community use, in close collaboration with the Facilities Maintenance Lead.

Essential Job Functions and Responsibilities:

- Participate in strategic and annual planning for the district's overall facilities operations
- Oversee and coordinate district facilities and operations projects
- Participate in departmental budget planning
- Design, plan, organize, and supervise daily custodial schedules and assignments
- Arrange substitute custodians when regular staff are absent
- Ensure facilities are set up for evening, weekend, and special events
- Order, inventory, and distribute custodial and maintenance supplies
- Train and oversee custodial staff in proper cleaning methods, safety practices, and the performance of their duties
- Regularly inspect school facilities for maintenance, sanitary, health, and safety compliance, completing FIT Reports annually
- Report facilities operations needs and problems to the Superintendent or designee
- Work with vendors on outsourced projects, collect bids and quotes, submit purchase order requests, and serve as vendor point of contact.
- Address emergency facility needs outside normal work hours, including snow/ice removal
- Attend trainings and professional development to stay abreast of current laws and regulations relevant to public school facilities operations
- Ability to perform all duties carried out by Custodial/Maintenance I and II workers, or other related duties
- Perform other duties as assigned related to custodial operations.

Employment Eligibility:

Successful candidates must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent
- Trade school, apprenticeship, or other related certifications preferred

Experience:

- Experience in a school district setting
- Experience in construction and grounds-keeping best practices
- Record keeping and report writing
- Knowledge of California and Federal procedures for the handling, storage, labeling, documentation, and proper use of hazardous substances and chemicals
- One year of CM II level experience, or equivalent (preferred)

Knowledge, Skills, and Abilities:

- Custodial, operational, maintenance, and groundskeeping practices, materials, methods, and equipment used in the maintenance and custodial fields
- Knowledge of the state and local regulations and requirements for maintaining school buildings and offices in a safe, clean, and orderly condition
- Knowledge of the operation and maintenance of systems, motors, pumps, and related mechanical equipment
- Design and implement departmental work assignments and supervise others
- Train and instruct subordinates in the performance of their duties
- Accept special assignments and perform them efficiently and without autonomy
- Establish and maintain courteous and effective working relationships with students, staff, vendors, and the public
- Ability to complete responsibilities without close supervision
- Must be able to recognize and report in a timely manner to the Superintendent or designee situations that could pose a threat to the safety or well-being of students, staff, and visitors
- Knowledge of common safety practices used during routine maintenance and repair
- Must meet all provisions of the physical requirements listed under the Physical Requirements of this job description
- Basic computer skills, including the use of email, calendar, and online platforms used by the district for communications, collaboration, reporting, and documentation.
- Within 30 days of employment, complete a physical exam, including ability to use approved respirators

Certificates & Licenses:

- Valid California driver's license issued by the State Department of Motor Vehicles.
- CPR/First Aid certification within 30 days of employment

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance
- Annual medical exam

Physical Requirements: (including but not limited to)

- Positions in this category require physical ability associated with prolonged periods of

- heavy physical labor
- Positions in this category perform heavy physical labor requiring the ability to lift, carry, push, pull and move heavy objects for a prolonged period of time
- Must be able to lift 50 pounds or carry any object up to 30 pounds
- Requires heavy physical effort, such as lifting over 50 pounds on a continuous basis
- Requires working in dirty and dusty conditions, and in confined spaces
- Must work with a variety of custodial, maintenance, and grounds-related chemicals and cleaning agents
- Ability to climb and work from ladders, scaffolds, and platforms up to a height of 30 feet
- On occasion, this position requires the use of an approved breathing respirator. This respirator must be worn correctly and according to the manufacturer's specifications.

The essential functions and physical requirements listed above are not exhaustive and may be supplemented as necessary.

Evaluation:

- Probationary employees shall be evaluated at least once during their probationary period, and shall be advised in writing during their eleventh month of employment whether or not they will be recommended for continued service, pending a satisfactory evaluation (Article 3.1.3 of CSEA agreement)
- Observation, general supervision and formal evaluation by Superintendent or designee, annually

Work Environment: Work is performed in an office or school environment and involves contact with staff, students, and remote service providers.

FLSA Status: Non-exempt

Employee Group: Classified

Contract Days: 260 days

Salary Grade: Classified Salary Schedule, Range 19

Supervisor: Superintendent

The information contained in this job description is for compliance with the American 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 duties and additional duties may be assigned.