

Operations Manager

Position Details

Class Code: 8165

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 60 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, serves as the team leader for assigned Building Managers, Custodians, and as the point of contact for designated Regional Superintendents, Academic Managers, Principals/site administrators, and Facilities Division staff for Clark County School District construction, rehabilitation, and maintenance/repair activities; supervises and inspects custodial activities and assists in developing the Capital Master Plan.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Serves as the Operational Service Division's (OSD) point of contact for Regional Superintendents, Performance Zone Academic Managers and designated Principals/site administrators.
2. Produces, manages, and reports all performance measure indicators to the Associate Superintendent of OSD, or his/her designee.
3. Serves as the Operational Service Division's (OSD) point of management for all assigned schools/sites, work order statuses, and customer satisfaction assurance.
4. Responds to issues that Zone Supervisors, Building Managers, and Custodians are unable to respond to/resolve.

5. Coordinates and matches activities with OSD goals.
6. Communicates with Regional Superintendents, Performance Zone Academic Managers, designated Principals/site administrators, managers, construction management/project controls personnel, and other impacted parties regarding facility construction/project statuses, maintenance plans, requested services, purchases, and equipment installation at assigned sites.
7. Coordinates and communicates for Facilities projects at assigned sites; ensures projects are properly integrated, planned, and sequenced to minimize disruption, redundancy, and inefficiency; develops and coordinates work schedules for multiple trades/crafts.
8. Serves as liaison between the Facilities Division, other departments, contractors/vendors, government agencies, and other project stakeholders to ensure continuity and compliance.
9. Generates, reviews, and analyzes work orders; coordinates orders with appropriate departments (i.e., Maintenance, Technology, etc.); surveys facilities, provides input, and makes recommendations regarding feasibility/accuracy of service requests.
10. Explains denied work orders to Principals/site administrators.
11. Diagrams, sketches, and estimates of labor, equipment, and materials costs for work requests.
12. Assists in developing and implementing the Capital Master Plan.
13. Investigates, researches, and analyzes existing facilities to determine immediate/future work, service, and equipment needs.
14. Coordinates School Assessment worksheets for assigned sites; ensures the five-year major maintenance plan is included with the worksheets.
15. Works with site administrators, Principals, maintenance personnel, and planners to complete annual school needs assessments and planning/programming activities in support of the Capital Master Plan.
16. Produces School/Facility Profiles for renovations with in-house design and/or construction; works with Construction Management for external design/construction; ensures School/Facility Profiles are appropriately completed.
17. Acts as project manager for in-house renovation and maintenance activities.
18. Works with Special Projects, Engineering Services, and Capital Funds Financial Services to ensure proper authorizations are within project completion time constraints; works with Maintenance Department/site managers to identify and prioritize maintenance/repair requests; develops work packages for mobile maintenance van crews.

19. Maintains records of projects and design changes; assists in maintaining accurate as-built/construction drawings.
 20. Initiates steps to correct problems identified by outside agencies (i.e., Fire Departments, Southern Nevada Health District, Southwest Gas Company, telephone companies, etc.).
 21. Determines and confirms warranty issues; forwards requests to Warranty Specialists.
 22. Surveys vandalism and plans corrective action.
 23. Provides input into evaluations of assigned staff; ensures timely completion of evaluations.
 24. Supervises, evaluates, and mentors assigned personnel.
 25. Develops and initiates custodial personnel work schedules.
 26. Inspects District facilities, including paved and landscaped areas; reports findings to personnel, as appropriate.
 27. Assists in establishing Districtwide cleaning standards.
 28. Monitors custodial supply/equipment usage at assigned facilities.
 29. Approves custodial supply requisitions; monitors supply budget.
 30. Delivers equipment/supplies to District facilities when necessary.
 31. Moves and assembles/disassembles furniture, equipment, or other items; assists other crafts in emergencies or as needs arise.
 32. Conforms to safety standards, as prescribed.
 33. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Serves as team leader and point of contact for assigned performance zones/sites; Inspects, manages, and mentors custodial staff; plans, schedules, coordinates, and monitors multiple construction projects and in-house design work; assists in preparing, presenting, and executing Annual School/Facility Assessments and the Capital Master Plan, requiring excellent communication/interpersonal skills and advanced construction, maintenance, project management skills.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of facility planning, programming, and budgeting.
2. Knowledge of multi-site project management and scheduling.

3. Knowledge of building construction, trades, and renovation requirements/activities.
 4. Knowledge of custodial methods, supplies, and equipment.
 5. Ability to recognize, understand, interpret, and apply local, state, federal, and national codes/regulations, including Occupational Safety and Health Administration (OSHA), International Building Code (IBC), Uniform Mechanical Code (UMC), Universal Plumbing Code (UPC), National Fire Protection Association (NFPA), National Electrical Code (NEC), Environmental Protection Agency (EPA), Americans with Disabilities Act (ADA), etc.
 6. Ability to lead and manage others in accomplishing common goals.
 7. Ability to consolidate data, assess information, determine project direction/strategies, and develop/achieve plan approvals.
 8. Ability to plan, coordinate, and schedule work for multiple crafts/trades.
 9. Ability to prepare project management documents (i.e., diagrams/sketches, schedules, contract plans, specifications, reports/correspondence, etc.)
 10. Ability to learn and use computers and work-related software applications (i.e., Maximo Work Order System.)
 11. Ability to research, calculate, and provide project cost estimates.
 12. Ability to prioritize, coordinate multiple tasks, and meet critical deadlines.
 13. Ability to judge when to act independently and when to refer situations to an administrator.
 14. Ability to communicate effectively, both verbally and in writing.
 15. Ability to work flexible hours or shifts.
 16. Ability to work in confined areas.
 17. Ability to withstand heights and perform work safely.
 18. Ability to work cooperatively and effectively with District employees, students, contractors/vendors, and the public.
 19. Ability to recognize/report hazards and apply safe work methods.
 20. Ability to supervise, train, and evaluate employees.
 21. Ability to interpret written and verbal instructions.
 22. Ability to safely move/relocate heavy objects, and perform strenuous, physically demanding work.
 23. Ability to responsibly operate District vehicles (i.e., cars, vans, pickup trucks, etc.)
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Completion of apprenticeship in a specific trade/craft (i.e., plumber, electrician, carpenter, glazier, telecommunications, HVACR technician, etc.), plus five (5) years' experience in the same trade/craft, including three (3) years construction/project management experience; or,
Nine (9) years' experience in facility/construction project planning, scheduling, layout/design, and cost estimation of man-hours, maintenance, operations, and materials; or,
Associate degree in a construction-related field, plus seven (7) years' experience as described above; or,
Bachelor's degree in a construction-related field, plus five (5) years' experience as described above; or,
A combination of nine (9) years' experience as a Head Custodian I, Head Custodian II, Head Custodian III, Building Manager, Support Staff Training Supervisor – Operations Department, Custodial Supervisor, or Assistant Custodial Supervisor in the District.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Apprenticeship certificate/card, if applicable.
4. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at the time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Current copy of driving history (dated within six (6) months from date printed) issued by the DMV.
 5. Apprenticeship or journeyman certificate/card, if applicable.
 6. District-issued forklift certification, if applicable.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District facilities – department offices and schools (i.e., classrooms, cafeterias, locker rooms, science labs, restrooms), building rooftops, mechanical equipment rooms, boiler rooms, construction sites, trade shop, mobile van, etc.

Work Environment

Strength

Medium - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, forklifts, man-lifts, scissor lifts, pallet jacks, computers/software, diagrams/sketches, specifications, telephones (including mobile/handheld), copy machines, fax machines, calculators, hazardous materials handling/disposal equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/07/23
- Created: 02/28/12