

Black Butte School District #41 Job Announcement

Position: Facilities Operations Manager*

*This position is ideally combined with the Transportation Specialist

Reports to: District Administrator

FLSA Status: Non-Exempt

Job Purpose Statement:

The Facilities Operations Manager is committed to the pursuit of excellence through professionalism, a strong work ethic, integrity, and teamwork. The person in this position works carefully to ensure the health and safety of students, staff, and community members through effective and efficient care of Black Butte School District's buildings and grounds.

Required Education and/or Experience:

- High school diploma or equivalent
- At least two years of experience maintaining large multi-use buildings, preferably school or institutional maintenance experience
- Valid Oregon driver's license and an approved driving record
- Current knowledge of and practice of industry and OSHA safety standards

Required Skills and Dispositions:

Demonstrated Knowledge and Skills:

- Proficiency in carpentry, plumbing, painting, and building systems
- Strong organizational and time management skills
- Adeptness with technology and software to enhance efficiency of operations, resource use, and documentation
- Effective written and interpersonal communication skills; ability to write and submit reports to state and federal agencies as required
- Situational awareness and clear understanding of risks associated with operating in a school environment

Additional Aptitudes:

- Ability and willingness to work collaboratively with the staff and Board to address the operational needs of the District's buildings and grounds
- Ability and willingness to troubleshoot and problem solve
- Ability to plan work carefully while also, as needed, to change focus and adapt quickly
- Professional, kind, and respectful behavior towards others
- Ability and willingness to work outdoors in all conditions
- Ability and willingness to work in close proximity to others and to work with others, including children

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Terms of Employment

- Salary: Hourly rate (\$21/hr.+) based on years of experience; benefits included
- Hours: approx. 20-30 hours per week
- Timeline: Open until filled, position starts as soon as possible
- Evaluation: Mid-term and end-of-year performance evaluations conducted by District Administrator

Application:

The following information is required for candidates to be considered for this position:

- Black Butte School District Application
- Letter of Interest
- Current Resume
- Three (3) Letters of Recommendation

A detailed background on the Black Butte School District as well as a full job description is available on our website at www.blackbutte.k12.or.us.

Any questions can be directed to:

Black Butte School District
P.O. Box 150, Camp Sherman, OR 97730
[541.595.6203](tel:541.595.6203) or kanglea@blackbutte.k12.or.us

Closing date: Open until filled.

Veterans Preference.

Black Butte School District is an equal opportunity employer. Black Butte School District employs men and women in both traditional and non-traditional jobs and is committed to ensure there is not discrimination against any person based on race, color, gender, sexual orientation, religion, national origin, physical or mental disability, marital status or age except in positions where a bona fide occupational qualification exists.