

Black Butte School District #41 Job Description

Position: Facilities Operations Manager

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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Duties and Responsibilities

This is a one-person position with the following responsibilities:

1. Serve as the Healthy and Safe Schools Plan Administrator overseeing the Integrated Pest Management (requires annual training), Asbestos Program, and the Small Water Program.
2. Maintain the buildings and grounds at Black Butte School District.
3. Examine District buildings on a regular basis for needed repairs and maintenance. Establish and recommend priority of repair projects. Estimate costs of repair projects.
4. Conduct an ongoing program of general maintenance, upkeep, and repair; make minor repairs.
5. Coordinate building improvements as recommended by long-term facilities improvement plan.
6. Recommend qualified skilled workers for major maintenance work.
7. Provide safety updates at monthly staff meetings.
8. Develop, maintain, and implement a system of dealing with emergency problems efficiently.
9. Make recommendations for supplies and equipment for purchase. Keep consumable supplies replenished as needed. Keep an inventory of supplies, equipment, and fuel on hand and request needed replacements from District Clerk with sufficient notice to allow for timely delivery.
10. Custodial performance or supervision:
 - a. Ensure that buildings and premises are kept neat and clean in a timely manner; that bathrooms and drinking fountain are cleaned and sanitized; and that buildings and grounds are cleaned up after activities that are directly related to school functions.
 - b. Ensure that all floors are kept in clean condition and good state of preservation.
11. Move furniture or equipment within buildings as requested.
12. Move snow as necessary for safe access and building safety.

Other Duties:

1. Perform such other tasks as assigned.
2. Keep applicable records and reports.
3. Comply with all applicable laws and District policies.
4. Maintain familiarity with District policies and practices.
5. Effectively, cooperatively, and routinely communicate and work with families, students, school staff, School Board, and community members.