

AREA OPERATIONS SUPERVISOR

DEFINITION

Assists an Area Facilities Services Director and an Operations Program Manager by supervising and inspecting custodial activities; and by coordinating and inspecting gardening, landscaping, pest control, tree trimming, window washing, power sweeping, furniture and equipment moving activities at sites in an assigned area.

TYPICAL DUTIES

Analyzes custodial labor allotments at school sites by reviewing a full service inventory of the physical plant.
Reviews customized work schedules for accuracy to ensure equitable work distribution, and ensures work schedules do not exceed the specified labor allotment.
Plans, coordinates, and directs work performed by area-based and site-assigned personnel in custodial, gardening, and related operations activities.
Develops, reviews, or revises work schedules at schools and other District sites.
Trains, inspects, and evaluates the work of area-based and site-assigned personnel.
Evaluates the performance of and counsels employees.
Assures adherence to prescribed policies, procedures, work standards, and related requirements.
Assures proper use and care of equipment and supplies.
Prepares reports and correspondence concerning operations activities, such as vandalism at schools, instructions to personnel, and equipment requests.
Monitors operations budgets and allocates resources as needed.
Responds to calls concerning vandalism, fires, and other emergencies and inspects sites and assigns personnel to perform cleanup and related work in coordination with other District personnel and local agencies.
Provides advice on and discusses problems, regulations, procedures, and standards concerning operations activities, including providing technical assistance to a Complex Project Manager.
May attend meetings and confer with District personnel, community representatives, contractors, vendors, and others to plan, organize, coordinate, and schedule custodial, gardening, and related work with school, maintenance, and other activities.
May approve requests for overtime and mileage reimbursement.
May review and approve requisitions for supplies, equipment, and related items.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Area Operations Supervisor assists an Area Facilities Services Director and an Operations Program Manager by supervising and inspecting a group of activities, including custodial, gardening and landscaping, window washing, vandalism clean-up, tree trimming, pest control, power sweeping, and furniture and equipment moving.

An Operations Program Manager is responsible for the day-to-day management of the District's custodial, gardening, landscaping, tree maintenance, and pest management programs.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventative maintenance, smaller construction projects, and custodial operations for a Maintenance and Operations local district.

A Plant Manager IV supervises, plans, coordinates, and participates in the cleaning and plant operation of a school or administrative site with a minimum custodial daily labor allotment of 160 hours.

SUPERVISION

An Area Operations Supervisor receives general direction from an Operations Program Manager and an Area Facilities Services Director. General supervision is exercised over area-based operations personnel. During periods in which school is not in session and principals are absent, general supervision may be exercised over school-assigned operations personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of organization, management, and supervision
- Regulations, policies, procedures, materials, tools, and equipment related to custodial, gardening, window washing, power sweeping, and pest control activities
- Operation of heating and ventilating equipment
- Maintenance and repair services available to schools and offices
- Fire, health, safety, and other laws, regulations, procedures, and requirements affecting operations and related activities
- Procedures for the receipt, storage, and disbursement of materials and the maintenance of related records
- Basic personnel and payroll rules and procedures and applicable terms of appropriate labor Contracts
- Microsoft Office
- Microsoft Windows Operating Systems

Ability to:

- Direct and control a variety of activities through subordinate supervisors
- Supervise and conduct training programs
- Recognize and deal effectively with personnel problems
- Analyze work methods, equipment, and other aspects of programs involving operations activities
- Prepare reports and correspondence and write clear, concise instructions
- Make effective oral and written presentations
- Work cooperatively with administrators, other District personnel, and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in personnel management, supervision, computer software applications, landscape management and related subjects. Possession of the following four certificates from designated courses given by the District is required prior to certification for appointment from the eligibility list.

Janitor/Building and Grounds Fundamentals
Maintenance Supervisor/Heating and Ventilation
Maintenance Supervisor/Supervisory Practices
Maintenance Supervisor/Scheduling Practices

Experience:

Five years of experience in building and grounds operations or in gardening maintenance, including two years of supervisory experience at the Plant Manager III level or Principal Gardener level or above.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

Possession of a Maintenance Planner Certificate (in Building and Grounds Operations) is preferable.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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