

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Facility Operation Manager

Purpose:

The job of Facilities Operation Manger was established for the purpose of maintaining an attractive, sanitary and safe facility for students, staff and the public; providing equipment and furniture for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; ensuring that assignments are completed in a safe, proper and timely manner and overseeing and supporting building assigned custodians in the performance of their assignments.

Reports to:

The Facility Operation Manager is under the direct supervision of the Building Principal and the technical supervision of the Facilities Management Office.

Essential Functions

- Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Consults with administrative personnel for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
- Distributes custodial supplies and equipment for the purpose of disseminating materials to custodial staff and/or storage locations.
- Provides information to administrators and staff for the direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment.
- Inspects facilities to ensure that the site is suitable for safe operations, is maintained in an attractive and clean condition, and to identify necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
- Oversees facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs minor job related, maintenance on custodial equipment, classroom furniture and fixtures for the purpose of ensuring proper functioning and usability of items.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the building site.
- Prepares site for daily operations as may be required (e.g. opening gates, raising flags, sweeping walkway, shoveling, etc.) for the purpose of ensuring facilities are operational and hazard free.
- Prepares written/electronic materials (e.g. work orders, safety inspections, supply requisitions, inventory records, etc.) for the purpose of documenting activities and/or relating information to administration for action.

- Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities throughout the day as needed.
- Requisitions equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action and/or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial maintenance activities.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Demonstrates good judgment, trustworthiness, dependability, promptness, flexibility, and emotional maturity.

Other Functions

- Collaborates with building administrator to conduct a variety of training and drills with students and staff (e.g. fire, intruder, health and safety, etc.) for the purpose of ensuring that emergency procedures are in order, alarm systems are operational and/or established procedures are effective.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at job site.

Minimum Qualifications:

Specific skill-based competencies required to perform the functions of the job include: operating equipment and materials used in custodial/janitorial duties adhering to safety practices, having full operational knowledge of custodial/janitorial duties; and preparing and maintaining accurate records.

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of institutional cleaning including but not limited to hard surface flooring and carpet; basic tools for minor repairs; safety practices and procedures.

Flexibility is required to satisfactorily perform the functions of the job and includes adapting to changing work priorities and meeting deadlines and schedules.

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 75% walking, and 20% standing. The employee should be able to lift and carry up to 80 pounds, be able to lift and empty full mop buckets and be able to empty a 44-gallon trash bin into a dumpster.

Possess a valid driver's license.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with staff, students, and community members.

Working Environment:

The job is performed under minimal temperature variations and all weather conditions.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High School diploma or equivalent

Performance Responsibilities

The specific duties and responsibilities of the Facility Operation Manager shall be to:

- manage the physical operation of the building to which assigned;
- maintain all areas of the interior of the building to which assigned;
- maintain all areas of the exterior of the building and grounds to which assigned, including grass, trees, shrubs, and playground equipment;
- be responsible for the security of district facilities;
- move furniture, supplies, and miscellaneous equipment as needed;
- remove snow and ice as needed;
- maintain high-quality standards in housekeeping for both inside and outside work areas;
- be responsible for the proper and economical use of all supplies, tools, and equipment used in the performance of duties;
- keep tools and mechanical equipment owned by the district in clean condition and good repair;
- comply with and ensure all rules, regulations, and safety policies are followed;
- respond to any emergency within the scope of ability;
- oversee the work of all custodians assigned to the building and provide feedback to the Facilities Management Office;
- train and instruct custodial personnel as needed;
- develop work schedules for the building to cover various scenarios as needed;
- keep required records and perform necessary paperwork (e.g., work orders and request forms for vacation and personal business days) within the required time frame;
- report injuries, accidents, and illness (absences) of custodians to the building administrator;
- provide input in the evaluation process for custodians assigned to the building site;
- communicate effectively with district personnel;
- perform other duties as assigned.

FLSA Status: Non-Exempt