

OPERATIONS SUPERVISOR

Code No: 3-11-097

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in a school district responsible for the hiring, supervising and training of operations staff in all the school district's buildings. The employee also assists in preparing and controlling budgets, and evaluates equipment and supplies. This position requires the physical ability to demonstrate all custodial equipment and inspection of the buildings. The employee reports directly to and works under the general supervision of a higher-level staff member. General supervision is exercised over a custodial and/or maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Prepares and administers a continuous training program for operations staff;

Investigates and evaluates new equipment and products, including writing an evaluation on each;

Assists in writing bid specifications for equipment and products;

Supervises custodial staff in all buildings regarding cleaning, minor repair, grounds maintenance, and recycling;

Acts as recycling coordinator;

Develops and maintains a list of qualified custodial substitutes;

Develops and updates written work schedules for custodial staff at each building;

Reviews all proposed new construction, modernization and new buildings to assess their effect on building services;

Inspects plant facilities on a routine basis, or upon complaint, to maintain a satisfactory level of building services;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of boiler operation and maintenance; good knowledge of all phases of building services as it relates to cleaning, equipment operations, recycling, and swimming pool operation; good knowledge of preparing bid specifications; skill in personal computers; supervisory skill; ability to develop reports; ability to develop and administer training; ability to develop and maintain schedules; ability to communicate effectively; ability to establish and maintain effective working relationships; thoroughness; tact; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus eight (8) years paid-full time or its part-time equivalent experience in housekeeping services involving multiple buildings or a large complex, three (3) of which shall have been in a supervisory capacity; OR.
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus six (6) years of experience as defined in (A) above, three (3) years of which shall have been in a supervisory capacity; OR,
- (C) Ten (10) years of experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your ability to meet the transportation needs of the position.

Possession of a Class III Stationary Engineer's license within eighteen (18) months of employment.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: May 4, 1995

REVISED: February 5, 2004