



KIN DAH ŁICHÍ'Í ÓŁTA'

POSITION DESCRIPTION

Revised: 03/09/2022

TITLE: Operations Manager	EMPLOYMENT: 12 Months
CLASSIFICATION: Exempt	CATEGORY: Classified

GENERAL STATEMENT OF RESPONSIBILITIES: Oversee daily management of school facilities, housing, grounds, transportation, security, and food service. Operations Manager is in charge of planning, directing, and coordinating all activities related to school facilities, housing, grounds, and food service operations. To ensure a clean, safe and efficient operation of school facilities, housing, grounds, transportation, security, and food service. To play an integral part in providing a service-oriented relationship with students, staff and the general public.

Necessary Qualifications:

- Bachelor of Arts degree in Business Administration, Construction Management, Construction Technology, or a related field, preferred.
- Four years of administrative experience which include two years directing, planning and operations activities

An equivalent combination of education, training and work experience which provides the capabilities to perform the described duties may be considered.

Special Requirements:

- Valid Arizona Driver's License.
- First Aid, CPR with AED Certification is required within 30 days of hire.
- OSHA, Boiler Operations, Water/Waste Water Treatment, and Asbestos Certification
- Successful completion of all interviews, background checks, and fingerprint clearance requirements, and submission of all required employment-related documents and forms.
- Knowledge and familiarity with the Navajo language, culture, and people is a preferred qualification.
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three (3) employment positions.

Knowledge, Skills, and Abilities:

- Knowledge of BIA Facility Management and Reporting Procedures, including MAXIMO Systems.
- Knowledge of OSHA, USDA and Arizona Nutrition Requirements.
- Ability to read blueprint, manuals, schematic diagrams.
- Skilled in time management and supervising subordinates.
- Good organizational and administrative skills in order to coordinate school facilities, housing, grounds, and food service needs.
- Knowledge of product and service procurement process.
- Good verbal and written English communication skills, ability to communicate well with staff, parents, and students.
- Demonstrated proficiency in general maintenance skills as required by the school.

- Ability to work on various maintenance tasks, work on ladders, in trenches and in awkward positions and to lift objects weighing 75 pounds or more.

Duties and Responsibilities:

- Supervises and manages the daily operations of facilities, housing, grounds, transportation, security, and food service departments.
- Supervises and responsible for all maintenance, custodial, transportation, security, and food services employees; determines staffing needs.
- Coordinates the work of custodians, security, and food service employees with school functions and activities to ensure optimum support for school programs and maximum utilization of facilities.
- Monitors and ensures compliance with all KDLO policies, rules, building/safety codes, procedures, and State and Federal Regulations.
- Develops work schedule for day to day activities of departmental employees, prepares time sheet and approves leave.
- Prepares facilities, security, transportation, and food service budgets, maintains cuff accounts, ensures cost are allowable cost.
- Performs annual inventory and fixed assets inventory and reconciliation annually.
- Prepares reports on the working conditions of school equipment, coordinates the maintenance and repair of school equipment and assists in the general care and maintenance of school equipment.
- Coordinates in-service training to maintain certification of maintenance worker, custodians, security, transportation, and food service workers.
- Directs the procurement processes, including equipment research and testing, vendor contracts, and requisitions approval.
- Performs general repairs and maintenance on facilities, infrastructure systems, boiler systems, grounds and related systems or services.
- Implements preventive maintenance program and general upkeep of facilities and related equipment, infrastructure systems and grounds; ensures their proper and safe operations.
- Conducts regular inspections and ensures the upkeep and maintenance of all areas of KDLO facilities.
- Ensures all maintenance activities at KDLO are carried out and complies with safety norms and regulations set by the BIA.
- Ensures electrical units and systems work properly at KDLO facilities.
- Utilizes blueprints and general operating manuals in the performance of duties.
- Maintains maintenance records, building blueprints, operation manuals, and inventory records.
- Tests equipment, water, sewer, and other systems to determine safe and efficient operations.
- Assists specialized crews or contracted services as needed.
- Operates heavy equipment as needed.
- Assists in planning and implementing facility remodels, additions, etc.
- Recommends hire and oversees contracted labor(s) as needed.
- Facilitates contracts and agreements for construction labor and repairs.
- Maintains backlog data on BIA MAXIMO by keeping a record of maintenance and service activities performed at KDLO facilities.
- Prepares and submits Annual Work Plan (AWP) reports.
- Prepares Actual Utility Data Cost.
- Prepares and maintains a capital outlay plan based on available budgets and preventive maintenance schedule.

- Ensures that all subordinate personnel comply with all provisions of the KDLO Personnel Policies and Procedures and with all other duly adopted Board policies, procedures, directives and manuals.
- Enforces policy and procedural compliance by supervised employees through administration of fair and appropriate discipline.
- Maintains all required licenses and certificates in current status and reports to immediate supervisor in the event any required license or certificate lapses, is suspended or revoked.
- Attends and participates in professional development, committee meetings, in-service trainings and related activities consistent with duties.
- Complies with School policies, procedures, mission, goals and objectives, and exercises discretion and sound judgment in matters not covered by policy.
- Performs other duties as assigned.

Supervision Received By: Principal

Supervision Given: Facilities, Transportation, Food Service and Security.

Working Hours: In accordance with Board policies

Evaluation Procedure: In accordance with Board policies

CERTIFICATION

I received a copy of my position description and certify that this is an accurate statement of major duties and responsibilities of this position. I also understand that I will perform these duties and responsibilities.

REVIEWED BY: _____ DATE: _____
Employee

APPROVED BY: _____ DATE: _____
Immediate Supervisor

KDLO gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act.

DISCLAIMER: The information on this position description has been designed to indicate the general nature and level of work performance by an employee of KDLO for this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed to ensure the continued operations and services for KDLO.