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| Job Title: | Support Services Manager | Location: | Facility Department, On-site and/or Remote |
| Supervisor: | Principal | Department | Facility |
| Duration of Employment: | 12 Months | Position Type: | Full – Time, EXEMPT |
| Job Description | | | |
| *Job Summary:* *Under the direct supervision of the principal, to ensure that custodians, securities, maintenance workers, and bus drivers will implement an effective, quality operation and maintenance program. To improve and meet all applicable federal, state, and Navajo nation standards, codes, and regulations assisted by a facility management information system.*  ***Role and Responsibilities***   * Attend all Senior Staff Meetings, Governing Board Meeting, and other Committee Meetings as required. * Provide professional opinion in strategic decision making by school leadership team; contributing positively as a part of an administrative team. * Update Maximo inventory modules task all work under Annual Work Plan; develop, implement plans, and measures to ensure efficient/effective fire suppression and a protection maintenance program; review requested work orders daily and establishes priorities and assign these to maintenance personnel. * Establishes, manages, and performs an efficient facility preventive maintenance program, including inspecting, operating, and responding to fire calls for safety reasons. * Provides all labor, supplies, and equipment required to perform maintenance, repair, preventive maintenance, inspections, and services on all heating systems, electrical, water systems, sewage system, grounds/streets, building, custodial services, and fire alarm systems. * Implement the school COOP Plan through training in all school employees by taking the lead in practices to assure everybody knows what and how to do it just in case a real emergency occurs. * Plans and directs daily maintenance activities performed by maintenance, custodial and security personnel. Inspects to ensure adherence to standards, codes, and specifications and implements corrective measures to standards. * Reviews work plan and production schedules and coordinates/schedules all repairs and or preventive maintenance accordingly. * Maintains and completes timesheets and attendance records. * Prepares monthly board reports as required; participates in other department and institution-wide meetings to review issues, strategies, and problems. * Conducts weekly staff and attends monthly supervisor's meetings to review issues, strategies, and problems to ensure adherence with established performance standards; performs other duties as assigned. * Plans, develops, and supervises operations necessary for care, safety, and maintenance of school facilities, grounds, and property. * Plans, manages and supervises the performance of contractors and subordinate staff to ensure adherence with all established goals, standards, codes, statutes, and ordinance * Abate all Health and Safety deficiency items within thirty (30) days as identified by BIA Safety Officer. * Inspect projects in progress for compliance with all tribal, state, and federal laws and regulations such as OSHA, EPA, NFPI, ADA, USFA, and other independent entities doing work for the school. * Regularly meets with Chinle Agency BIA Facility Manager for updates. * Prepares budget for Operations and Maintenance, Maintenance, and Quarters. * Work with the Business Manager to update budgets. * Maintain good working relationships with vendors, tribes, and the government. * Update all facility management policies are: Including COOP Plan, housing quarters policy, emergency operation procedures, security, firefighter, security, and management yearly. * Attend corporate work sessions with the school board. * Perform semi-annual and annual staff evaluations. * Prepares purchase requisition requests using a Visions software program. * Uses computer/laptop to run software applications such as windows office software and email. * Knowledge of Lukachukai Community School's mission, goals, objectives, policies and procedures. * Knowledge of Tribal, State, and Federal building codes, compliance, regulations/guidelines, OSHA inspection methods and procedures, and its regulations. * Knowledge of using the computerized Maximo system working with the six modules to update these periodically. * Knowledge of safety precautions/procedures using cleaning and landscape materials, supplies, and equipment; plus, understand the details to protect equipment maintained in a safe, reliable condition and inspected as required. * Knowledge of all applicable safety guidelines to minimize noise level and clothing/show attire for maintenance and custodial work. * Knowledge of ground maintenance. * Knowledge of the operation, use, and care of all materials, supplies, tools, instruments, and equipment. * Knowledge of the principles and methods of supervision and schedule maintenance personnel according to the annual work plan. * Skill in operating different types of machinery, equipment, and tools for all repairs and maintenance/grounds. * Skill in using the computer for all work; reports, budget, scheduling work, and storing important information. * Skill in establishing and maintaining effective working relationships with other staff, students and parents. * Skill in communicating in English and Navajo. * Skill in reading and interpreting a variety of schematic drawings. * Skill in communicating courteously and professionally. * Update all Facility Management Policies annually.   Bus   * Place a preventative maintenance program for school bus maintenance and operation with regulations, laws, and policies, and assess; all elements of transportation needs continuingly for current status and from annual reports and enrollment projections. * Maintains accurate records of fuel, maintenance, and operating expenses for the transportation fleet and exercises effective control over expenditures related to approved transportation budget; and provides a copy of inventory record to the school Business Office. * Evaluate the safety of road conditions during inclement weather and provide information promptly to the school Principal. * Establish procedures to guarantee school bus operations are compliant with State, Federal, and Local mandates, laws, regulations, LCBE, Inc. Policies and Procedures. * Supervises and approves the school bus availability for field trips and other extra-curricular activities. * Maintain compliance regarding safety standards and insurance regulations, including collecting facts and analyzing accident data in coordination with law enforcement officials. * Promptly and properly report accidents to proper authorities and insurance agents. * Resolves serious student behavior incidents on the school bus; notify Principal of all incidences. * Investigates accidents involving GSA and School-owned buses; when necessary and follows procedures to prevent a recurrence. * *Investigates, prepares reports, and makes recommendations on improvements to the transportation program.* * *Assure all bus drivers are current with training/certifications required for drivers, including behavior management, management of special needs students, and preventative safety issues.* * *Provide direct responses to questions and concerns from the school principal, parents/guardians, and community members.* * *Participate as a Bus Driver in student transporting, when necessary.* * *Oversee emergencies, repairs relate to transportation, Standing by on-call outside of regular hours of employment.* * *Plans and designs bus routes in such a manner as to ensure efficiency, and identify student safety and comfort, inclusive of special needs students to destinations, such as school, home, special events, and sports functions that may include overnight travel.* * *Responsible for identifying, contributing to the production implementation, and enforcing transportation service policies and regulations within the Organization.* * *Ensure buses, equipment, property, and facilities are kept in working order by meeting necessary codes and safety regulations.* * *Establish performance standards with the Human Resources Office for subordinates and evaluate incumbents. The manager is responsible for recommendations for promotions and reassignments and recommends contract renewal or non-renewal for subordinate staff.* * *Handle minor complaints and issues addressed with proper disciplinary action following the Human Resource Policy and Procedures Manual; refer serious complaints and grievances to Human Resources Office and Principal.*  Qualifications and Education Requirements  * Associates of Arts Degree in Business Administration, Construction or Industrial Technology, Engineer discipline, Property Management, Education/Public Administration or related field or six (6) or more years employment with a public agency (Federal, State, Tribal or local); where the primary duties included supervision, planning, developing and managing school facility management. Have experience in heating, ventilation, plumbing (waterline), and air conditioning systems. The ability to work with facility management program under P.L.100-297 Law; Bachelor Degree Preferred. * Experienced and knowledgeable working with construction company/project; this is to monitor projects at the school are of quality work and completed on time. * Strong oral and written communication skills, ability to facilitate, coordinate and implement a short- and long-range facility operation and maintenance program; should have management and strategic planning skills; networking, computer, and technology literate; good public relations skills; knowledge and appreciation of Navajo culture; Navajo speaking preferred. * Hold and maintain a valid Arizona motor vehicle operator license and a satisfactory driving record for insurance. * Have current certification in Electrician, Plumbing, and boilers. * Have current certification in First Aid and CPR. * Experience in general contracting is required to implement work done by independent contractors. * Experience with budget spending, control, and record-keeping. * Must have current **computer skills** and **basic skills**related to the use, maintenance, configuration, management, and customization of information technology within our educational institution. * A food handler permit is required to assist cafeteria staff during special events.  *Additional Notes* *SALARY to be determined based on education and experience, and placement on the Lukachukai Community School, Inc. salary schedule.* | | | |
| CertificationI certify receipt of my position description and declare that this is an accurate statement of the major duties and responsibilities of this position. I understand the duties and will perform these responsibilities to the best of my knowledge. I future acknowledge that this position and description is subject to review and change.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee Name (Please print) Employee Signature Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor Name (Please print) Supervisor Signature Date | | | |
| NOTE: The statements herein are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified; further, this position description is subject to review and change. | | | |

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| Reviewed By: | Sherry L Mitchell, Principal | Date: | 04/28/2022 |
| Approved By: | Governing Board Members | Date: | 05/10/2022 |
| Updated By: | Sherry L Mitchell | Date: | 04/28/2022 |