



CLASSIFICATION DESCRIPTION

TITLE: Supervisor of Building Operations and Energy Consumption

<p><u>Title of Immediate Supervisor:</u> Manager of Facilities</p>	<p><u>Department:</u> Facilities Management</p>	<p><u>FLSA Status:</u> Exempt</p>
<p><u>Accountable For (Job Titles):</u> Field Engineer; Building Operator 4 & 5; Custodian 1, 2, 3; Building Systems Technology Coordinator, School Equipment Maintenance Mechanic, Utility 1 & 2.</p>		<p><u>Pay Grade Assignment:</u> Non-Certified Business Division Administrators' Association; Pay Class VIII</p>

General Summary or Purpose Of Job:

Coordinates and oversees the District's custodial, environmental, energy, and operations services and internal building and external grounds maintenance. General supervision is provided to approximately sixty employees responsible for cleaning, building system operations, and performing general building maintenance, preventative maintenance, heating and ventilation repairs, as well as the day-to-day energy efficient operation of schools and support facilities, totaling about 2,170,000 square feet. This position also provides direct supervision to all staff including lead positions. This position includes responsibilities for both indoor and exterior environments, as well as conducting these tasks listed in a safe and proper manner. This position provides a shared 24/7/365 role to ensure safety, security, and preservation of District Property.



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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	<p>Conducts needs assessments of daily staffing in the District to provide building coverage for custodial and preventative maintenance services. Manages a database to track absences relating to vacations, illness, required pay changes, assignment of licensed employees, and placement of hourly employees, authorization of overtime, and preparation and certification of biweekly payroll for all operations and preventative maintenance employees.</p>	Daily 20%
2.	<p>Manages regular and specialized seasonal cleaning of buildings. Coordinates the efficient use and movement of specialty cleaning equipment. Prepares and monitors operations budgets. Manages and monitors the use of products and the quality of cleaning to ensure that standards are met. Provides periodic supply and equipment training to custodial and maintenance staff. Assures equitable staffing to all sites.</p>	Daily 20%
3.	<p>Supervises operations employees and responsible for' transfers, promotions, demotions, new hires and administrative actions. Participates in the progressive disciplinary process. Administers union contract in a fair and equitable manner, maintains records and prepares various reports on staffing needs.</p>	Daily 20%
4.	<p>Determines the required District's utilities and efficient use of such, which include refuse removal, gas, oil, water, and sewer. Examples of tasks performed in each of these areas include providing a yearly budget for services, preparing bids and contracts for yearly service, coordinating and regulating summer on-call service, coordinating recycling service with all individual sites, monitoring recycling credits and transfers credits to individual sites and preparing and approving monthly billings, coordinating with vendors and the District to monitor usage and cost, providing information for the yearly energy report, and coordinating with the District's Purchasing department and vendors for the most cost-effective fuel for the sites.</p>	Daily 10%
5.	<p>Arranges for procurement and manages lawn care services, snow removal services, prepares bids ensures quality of workmanship, processes and certifies payments to outside contractors, purchases</p>	Daily 10%



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	supplies and coordinates the maintenance and operation of athletic fields and stadiums.	
6.	For building security; prepares yearly budgets, approves monthly billings, facilitates with the vendors and the sites for new and repair services, provides appropriate response team to emergency lists to vendor, and reviews of opening and closing of illegal entry reports.	Daily 5%
7.	Manages licensed boiler operators, services of vendors, and rules and regulations for the State Inspection Division regarding heating systems; and pool operations, related chemicals, and operating license requirements. May be assigned to serve as Chief Boiler Operator.	Daily 5%
8.	Ensures preventative building and facilities maintenance is scheduled and performed. Coordinates and ensures work orders are assigned and completed at multiple sites. Coordinates response and actions necessary to resolve indoor air quality concerns.	Daily 10%
9.	Performs other duties of a comparable level or type.	As required



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Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in construction management, engineering, industrial technology or a closely-related field and at least five years of progressively responsible experience in the supervision of employees engaged in the care, cleaning, operations, maintenance and utilization of a large physical plant preferably in a school district; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the job.

Certification or Licensing Requirements (prior to job entry):

State of Minnesota Chief C Engineer License (Preferred)

National Swimming Foundation Certified Pool License (required within 6 months of hire)

Certified Plant Supervisor (Association of Facilities Engineers (AFE)) Required 6 months of hire

Certified Plant Engineer (AFE) (Preferred)

Knowledge Requirements:

Requires knowledge of:

- Principles, methods and materials used in building operations as well as applicable codes, laws and regulations.
- General knowledge of labor agreements, payroll procedures, licensing requirements, and assessment of employee abilities.
- Energy conservation measures, procedures and equipment relating to electrical power, heat generation systems, water, sewer and refuse removal.
- Computerized data management and operational control systems, including Excel, Internet, Filemaker, BAS systems, and Microsoft Office Suite.
- Chemicals used for cleaning, pest control.
- Good general knowledge of HVAC systems, pools, boilers, pumps, hot water heating systems, and displacement ventilation, school related equipment and machines.

Skill Requirements:

Skilled in:



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- Organizing and directing the activities of others, and the ability to work well with District staff and the general public.
- Working with district policies and union contracts.



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Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)	√			
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell		√		
Lift & Carry:				
Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is occasionally performed near moving mechanical parts such as in air handling units, and in the presence of vapors, fumes or airborne particles typically found in a school during cleaning, operation and repair. The typical noise level to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Sedentary Work: Exerting up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements		
Close Vision (20 in. of less)	√	
Distance Vision (20 ft. of more)	√	
Color Vision	√	



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Depth Perception	√	
Peripheral Vision		

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting – Updated DJS 12/08/2021
Banded and Graded by Bjorklund Compensation Consulting, Inc. 01/06/2022