NAVARRO I.S.D
EMPLOYMENT OPPORTUNITY
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Location: Navarro ISD
Position: Operations Manager
Start Date: January, 2020

Primary Purpose:
Direct and manage the district’s maintenance and grounds operations. Keep the school plant in excellent operating condition so that full educational use may be made at all times. Ensure all facilities and grounds are functional and safe.

Qualifications
Required:
Bachelor’s degree or equivalent experience
Valid Texas driver’s license with acceptable driving record
Acceptable criminal history record and fingerprinting results

Special Knowledge/Skills
Knowledge of basic principles of school maintenance practices and grounds
Knowledge of pest control treatment and application
Strong planning, communication, computer and organizational skills
Ability to conduct on-site inspections of district facilities
Ability to implement policy and procedures
Ability to manage budget and personnel
Ability to schedule and assign work orders
Ability to lift and carry 50 pounds

Experience:
Five years’ experience in maintenance operations maintaining a large plant or multiple buildings
Two years’ supervisory experience in maintenance operations

HOW TO APPLY
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POSITION OPEN UNTIL FILLED

Equal Opportunity Employer
Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.
JOB DESCRIPTION
Major Responsibilities and Duties

Facilities Management
1. Ensure district facilities are functional, safe, and well maintained.
2. Work cooperatively with principals to ensure a high standard of safety and efficiency of building operations.
3. Develop and maintain written departmental procedures for maintenance, repair and operation of all district facilities to include HVAC, electrical systems, plumbing and roofs.
4. Coordinate with vendors and contractors such as electricians, plumbers, roofers and HVAC technicians.
5. Manage HVAC building controls.
6. Inspect all district buildings and facilities and initiate repairs and upkeep as needed.
7. Ensure all works orders are processed and executed in a timely manner.
8. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing departments for bids.
9. Coordinate the moving and delivery of district furniture, books, inventory, etc.
10. Supervise safe and efficient grounds upkeep.
11. Direct and assist in setting up facilities for special events.

Policy, Reports and Law
13. Ensure compliance with federal and state law, State Board of Education rule, and local board policy.
14. Compile, maintain and file all reports, records and other documents required, including timeclock records.
15. Follow district safety protocols and emergency procedures.

Budget and Inventory
16. Develop and administer budget based on documented needs and ensure operations are cost effective and funds are managed wisely.
17. Plan and direct inventory and stock control program for equipment and supplies.
18. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.
19. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
20. Approve and forward invoices and purchase order request for maintenance department to accounting department.

Personnel Management
21. Select, train, supervise and evaluate staff and make recommendations relative to assignment, retention, discipline and dismissal.
22. Prepare, review and revise maintenance department job descriptions.

Safety
23. Instruct assigned personnel on proper and safe use of equipment and chemicals.
24. Maintain safety standards in conformance with federal, state and insurance regulations and district requirements and develop a program of preventative safety.
25. Ensure equipment is maintained in safe operating condition.
26. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
27. Participate in development of the district’s disaster plan and be prepared to take an active role in responding to emergencies as needed.

Inventory and Equipment
28. Recommend replacement of existing equipment.
29. Conduct annual inventory of physical equipment and supplies.
30. Order equipment and supplies and maintain accurate records.

Other
31. Work irregular hours and respond to after-hours emergency calls as needed.
32. Occasional lifting up to 50 pounds.
**Supervisory Responsibilities:**
Supervise and evaluate the work of all maintenance and grounds staff.

**Equipment Used:**
Electric drill, hand tools, lawn mower, edger, and weed eater, tractor, chain saw, truck or van.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**
Frequent walking, standing, climbing, and heavy lifting and carrying, squatting, bending, stooping, pushing/pulling and twisting. Work outside and inside, on slippery or uneven walking surfaces, and ladders. Exposure to hot and cold temperatures, dust, toxic chemicals and materials. Frequent district wide travel.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.