

## VISTA UNIFIED SCHOOL DISTRICT

### OPERATIONS SUPERVISOR

#### **Purpose Statement**

The purpose of an Operations Supervisor is to coordinate and manage custodial services; ensure timely repair, servicing, and preventative maintenance in an efficient and cost effective manner; oversee assigned personnel; provide information to others; schedule work assignments within established timeframes and standards; work a flexible schedule.

This job reports to the Executive Director of Facilities, Maintenance, and Operations.

#### **Essential Functions**

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with administrative personnel for the purpose of supporting them in the achievement of department, program, and district goals.
- Communicates with administrators, staff, and outside organizations for the purpose of implementing and maintaining services and programs, coordinating activities, resolving issues and conflicts, and exchanging information.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components.
- Coordinates a variety of programs and services (e.g., daily schedules, summer deep cleaning, special projects, etc.) for the purpose of meeting district requirements.
- Coordinates day to day activities for the purpose of ensuring that assignments are completed in a safe, proper, and timely manner and maximizing the efficiency of the workforce.
- Develops long and short range plans in relation to assigned administrative responsibilities (e.g., policies, procedures, staffing, materials, equipment, space requirements, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Implements assigned activities and/or projects for the purpose of delivering services in compliance with regulatory requirements and established guidelines.
- Informs supervisor and staff regarding procedures and/or status of projects for the purpose of providing information for making decisions, taking appropriate action, and/or complying with District and department policies and procedures.
- Inspects custodial work, projects, equipment, work orders, daily maintenance, and supplies for the purpose of ensuring that jobs are completed efficiently, specifications are within established guidelines, and approving inspection reports and payment requests.
- Maintains a variety of manual and electronic documents, files, and records (e.g., plans, budgets, funding requests, reports, analyses, recommendations, procedures, custodial routes, etc.) for the purpose of providing an up to date reference and audit trail.
- Monitors and maintains inventory of supply and materials for the purpose of ensuring availability of items required to complete necessary installation and/or repair.
- Monitors buildings and facilities for the purpose of evaluating condition, identifying necessary repairs, and recommending preventive maintenance.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.

- Oversees the District's alarm code system (e.g., issuing and deactivating employee access codes, acting as liaison with security system vendor, etc.) for the purpose of maintaining building security and ensuring district compliance with established guidelines.
- Performs personnel functions (e.g., interviewing, evaluating, supervising, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a variety of written materials (e.g., reports, memos, letters, procedures, manuals, plans, budgets, analyses, etc.) for the purpose of documenting activities, meeting compliance requirements, providing written reference, making presentations, and/or conveying information.
- Presents information on a variety of topics related to administrative responsibilities (e.g., financial information, overviews of programs/services, policies and procedures, etc.) for the purpose of providing general information, training others, and/or implementing actions.
- Procures equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently and economically.
- Recommends policies, procedures, and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Researches a variety of topics for the purpose of developing and planning best practices, programs, and services, ensuring compliance with relevant requirements, taking appropriate actions, and/or responding to requests.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Reviews security camera footage upon request and provides digital video information for requester and/or proper authorities for the purpose of maintaining District safety and security.
- Supervises work and workplace safety standards for the purpose of ensuring compliance regulatory requirements and district preventive maintenance processes.
- Supports supervisor and other administrative personnel for the purpose of providing assistance with their functions and responsibilities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- handling hazardous materials;
- interpersonal skills using tact, patience, and courtesy;
- mechanical aptitude;
- operating standard office equipment including using pertinent software applications and office technology;
- operating tools, equipment, and materials used in the custodial trade;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and

analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- business telephone and email etiquette;
- concepts of grammar, spelling, and punctuation;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- methods and procedures of industrial cleaning;
- methods of organizing, scheduling, and prioritizing workloads;
- methods of training;
- modern office practices;
- personnel practices;
- recordkeeping and record retention practices;
- safety practices and procedures;
- school safety and security practices;
- standard methods, materials, and tools used in assigned skilled trade.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- meeting deadlines and schedules;
- multitasking;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- setting priorities;
- understanding and following oral and written directions;
- working a flexible schedule;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** High School Diploma or equivalent.

**Equivalency:** Graduation from high school or equivalent and five years of custodial experience including one year in a lead or supervisory capacity.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of two hundred sixty (260) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

Valid California Class C Driver License

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
 Drug Test  
 Tuberculosis Clearance

**FLSA Status**

Exempt

**Approval Date**

Revised: 01/13/2011  
 Revised: 04/09/2019

**Salary Grade**

Classified Supervisory, Range 66