

FORESTVILLE UNION SCHOOL DISTRICT  
Job Description

**JOB TITLE:** Facilities and Operations Manager  
**RESPONSIBLE TO:** Superintendent

**WORK YEAR:** 260 Work Days  
**RANGE:** 8

**GENERAL DESCRIPTION:**

Under direct supervision of the Superintendent, the Facilities and Operations Manager plans, develops and oversees all functions of campus operations, facilities and safety, and technology. This position requires fingerprint clearance and TB testing.

**ESSENTIAL DUTIES – OPERATIONS**

- Collaborate with Superintendent in evaluations of Custodian/Grounds department
- Develop, direct, coordinate, and review the work plan for custodial/grounds department; assign work activities, projects and programs
- Review and evaluate the quality and efficiency of work products, methods and procedures; meet with staff to identify and resolve problems
- Coordinate and implement District integrated pest management program
- Supervise and motivate custodial/grounds department; provide or coordinate staff training and work with employees to correct deficiencies
- Provide oversight and coordinate the work of vendors
- Analyze current vendor contracts and research potential new vendors
- Identify what must be purchased for construction, goods, services, and supplies
- Inspect facilities and resolve any unsafe or unsanitary conditions
- Prioritize, schedule, and assign work order requests and ensure completion
- Attend annual AHERA Asbestos Awareness training, conduct bi-annual inspections, and maintain Asbestos Maintenance Plan
- Perform “walk-throughs” with contractors in preparation for sub submittals
- Serve as District liaison with architects, inspectors, and contractors awarded construction/service work (includes punch list, warranty work and skilled maintenance)

**ESSENTIAL DUTIES – FACILITIES AND SAFETY**

- Develop and maintain State/District safety plan
- Calendar and organize emergency safety drills and procedures (Fire, Asbestos, Playgrounds, Buildings, Grounds)
- Member of disaster planning committee
- Work with Superintendent and Business Manager to implement Prop 39 expenditure plan
- Perform regular inspections of buildings and grounds; communicate inspection findings, propose recommendations to Administration, and complete follow-up work if necessary.
- Assist with annual Facility Inspection Tool (FIT)
- Provide and update emergency supplies campus-wide
- Check fire extinguishers
- Coordinate custodial/grounds department, as needed, to keep all areas safe and orderly
- Respond to alarm calls after hours

**ESSENTIAL DUTIES - TECHNOLOGY**

- Administer all equipment, hardware and software upgrades; including set-up and relocation of units
- Assist with school’s computerized student information system (SIS) database (Schoolwise)
- Work with Superintendent and Business Manager to implement Erate

- Assist in maintaining website
- Manage staff and student email accounts within Forestvilleusd domain (Google Apps for Education)
- Coordinate with Network Consultant for service and repair of server and system
- Ensure network connectivity of all workstations
- Interact and negotiate with vendors and contractors to secure network products and services
- Work with Administration and Network Consultant to develop and implement school-wide technology plan
- Practice network asset management, including maintenance of network component inventory, related documentation, and technical specifications information
- Administer and maintain end-user accounts, permission, and access rights to all applications (gmail, Schoolwise, AESOP, etc)
- Maintain computer labs
- Maintain records and inventory, as directed
- Evaluate and resolve user problems
- Make minor repairs to computer equipment
- Install, test, and monitor new hardware and software
- Maintain phone system hardware and software
- Troubleshoot, address and/or assign all TechHelp requests
- Assist Administration in keeping technology and software current by researching current trends
- Assist in training staff and students with new software
- Maintain inventory of all IT equipment including computers, monitors, keyboards, telephones, doc cameras, laptops, microphones, sound system, AV equipment, etc.
- Manage campus-wide AV equipment including projectors, doc cameras, and uplift systems
- Schedule AV start-up and shut-down in order to extend life of hardware, bulbs, and energy
- Maintain and run AV equipment in Audi and Multi during events
- Train staff and substitute teachers in use of AV equipment
- Maintain and schedule bells and announcements using GVCCS
- Maintain upkeep and service of copiers and printers and order supplies, as needed

#### **EMPLOYMENT STANDARDS:**

- **Training and Experience:** Two years of experience in school setting. Knowledge of basic maintenance, equipment, tools and materials used in maintenance, safety systems, technology. Knowledge of office equipment, word processing, excel, and database programs, as well as safe work practices.
- **Abilities:** Ability to: effectively coordinate and supervise co-workers, use a variety of tools and equipment, follow oral and written instruction, establish and maintain cooperative working relationships with co-workers.
- **Physical Effort/Working Environment:** Indoor and outdoor work environment during all seasons. Perform strenuous work, lift and carry up to 40 lbs.
- **Licenses and Certifications:** A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education:** Completion of formal or informal education sufficient to assure the ability to read and write at the level required to perform the duties of the job safely and successfully.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Board approved: June 23, 2016