



JOB DESCRIPTION

JOB TITLE: Operations Service

LOCATION: Rowanty Technical Center

IMMEDIATE SUPERVISOR: Rowanty Technical Center Principal

PAY GRADE: 12 Month Contract; Grade 12

FLSA STATUS: Non-Exempt

GENERAL DEFINITION OF WORK

Position is responsible for general cleaning and maintenance duties of a school building and the school grounds.

QUALIFICATIONS

The minimum performance expectations include, but are not limited to the following actions:

- Certification, work experience, or proven experience in some areas, such as painting, electrician, carpentry, plumbing, mechanics, etc.
- Knowledge of the principles and practices of repairs and maintenance.
- Knowledge of the occupational hazards and safety precautions of the work.
- Ability to read, prepare plans and reports.

ESSENTIAL JOB FUNCTIONS

- Secures building where applicable;
- Keeps grounds and outside walkways clean;
- Provides regular maintenance of grounds to include, but not limited to, grass cutting, maintenance of flowerbeds, weed control, and other duties as assigned.
- Executes snow removal of grounds, as needed;
- Ensures all outside walkways and surfaces are safe in cases of inclement weather;
- Examines buildings and grounds on a regular basis for needed repairs and maintenance, and establish priorities on repair projects;
- Unlock and lock facilities as required;
- Responds to alarm situations from security company, as needed;
- Setting-up and tearing-down for school events;
- Reports maintenance issues and preventative repairs;
- Responds to operations questions and concerns from school administration;
- Directs and supports pest control services technicians;
- Assists in performing monthly fire drills, as required;
- Collects and mails required water testing samples;
- Schedules service required;
- Ensures that regular maintenance and preventative maintenance checks are performed on all school vehicles.
- Ensures that all school vehicles and equipment are in working order or are scheduled for repair, as needed;
- Creates a cleaning calendar for all cleaning duties to be performed by employees and/or contractors;
- Performs general cleaning duties, as assigned;
- Monitors halls and restrooms to ensure adequate stock levels;



- Orders supplies and cleaning products;
- Prepares inventory reports of supplies and equipment;
- Supervises the day-to-day operation of outsourced custodial contractor, as needed;
- Willing to work overtime when emergencies occur;
- Provide transportation for students to home schools, as needed;
- Other duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

High school diploma or G.E.D. equivalency desired or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Working knowledge in general building trades to include basic electrical, plumbing, and carpentry skills. Extensive knowledge of various types of equipment and tools. Demonstrated ability to work safely and efficiently with various types of equipment and tools; to maintain and service equipment and to prioritize work and to investigate, identify, and to correct general maintenance and repair problems. Working knowledge of proper cleaning techniques and cleaning standards. Ability to operate commercial cleaning equipment. Ability to work safely and efficiently with machinery. Basic computer and keyboarding skills. Demonstrated ability to work and communicate effectively with school staff, students, and the public.

EDUCATION AND EXPERIENCE

Any equivalent combination of education, training, or experience sufficient to demonstrate the required knowledge, skills, and abilities. Valid Virginia Driver's License. This position is designated as a driving position. Driving record checks are performed annually. Employee is required to notify employer of any driving infraction that may preclude him/her from completing his/her duties. Applicant must also be able to safely and correctly operate lawn maintenance equipment, such as tractor, lawn mower, weed eater, etc.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Ability to perform manual or physical labor, which requires a certain amount of lifting, stooping, bending, working in tiring and uncomfortable positions, and from ladders, etc. May require lifting up to 50 pounds and moving larger weights with proper moving equipment. Rowanty School Board may require doctor's physical to verify health condition. Employment may be terminated if employee is untruthful regarding physical health condition before being hired.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.