



# Operations Supervisor

**STARTING DATE:** 2015 - 2016 School Year

**REPORTS TO:** Superintendent

**WORK YEAR:** 260 days (12 months)

**SALARY RANGE:** Appropriate step on Salary Schedule - Commensurate with experience and education

**QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:**

- Minimum of 5 years' experience in facility maintenance
- Minimum of 3 years' supervisory experience
- Post-secondary technical/trade school/Associate Degree or relevant work experience
- Working knowledge of building automation systems (i.e. Automated Logic, Asset Protection Company, etc.)
- Apprentice training, journeyman card and/or license/certificate in a trade is desirable
- Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier
- Remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the district
- Working knowledge of Microsoft Suite
- Documented evidence of a clear criminal record

**RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Supervise the Department of Operations
- Develop, implement, oversee, and evaluate preventative maintenance programs
- Evaluate and recommend procedures and equipment that enhance safety, contribute to effective building operations, improve productivity, and/or conserves career center resources
- Review work requests, establish priorities to avoid work delays, then assign and assist personnel to ensure the appropriate and timely completion of tasks
- Gather, prepare and analyze cost estimates for materials and labor needed to accomplish projects
- Coordinate the district's energy management system and security system
- Examine district facilities to determine needed maintenance and repairs
- Identify and expedite emergency repairs of facilities
- Inspect work performed by maintenance personnel and contractors
- Supervise and evaluate maintenance personnel
- Oversee transportation services and ensures compliance with state regulations and board policies in areas including, but not limited to, driver certification, bus inspections, fieldtrip compliance
- Work under the guidelines of Penta's Mission Statement and Goals
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, or their designee(s)

**DEADLINE:** Open until filled. Submit letter of interest, application, transcripts, and résumé.

**APPLY TO:** Board of Education Office  
Penta Career Center  
9301 Buck Road  
Perrysburg, OH 43551