

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6827
Pay Grade: E05

FLSA: EXEMPT
PTS

GENERAL MANAGER, OPERATIONS
REPORTS TO: Associate Superintendent, Operational Services
SUPERVISES: Support Staff
QUALIFICATIONS: Graduation from high school or possession of a GED. Five (5) years' experience as a Head Plant Operator or five (5) years of progressive management experience in a school setting or equivalent. Demonstrated working knowledge of computer applications as they apply in a business setting. Must obtain certification by the state of Florida as a Fire, Casualty, and Sanitation Inspector within one (1) year of appointment to the position. Must obtain certification by the National Recreation and Park Association (NRPA), as a Playground Safety Inspector within (1) year of appointment to the position. Demonstrated performance that assures potential for success. Equivalent combination of education and experience to meet the above minimum qualifications will be considered. Must possess a valid state of Florida Class E noncommercial driver's license.
PREFERRED: Associate degree or technical schooling or equivalent training in an applicable discipline. Experience with purchasing contracts for a public school system. Working knowledge of local building and fire codes. Strong working knowledge of building operations at elementary, middle and high school levels.
MAJOR FUNCTION
Performs highly responsible management duties for the Associate Superintendent, Operational Services in matters related to safety, security, performance, and plant operations at the school level. Utilizes skills and abilities to conduct pre-service and in-service training of personnel and is responsible for the detection of potential safety hazards. Works collaboratively with the Associate Superintendent, Operational Services in planning and reviewing strategic work protocols to assure professionally managed and maintained facilities. Conducts routine site safety reviews and plans, designs, and coordinates safety and security projects with school-based personnel, district personnel, local government agencies, and private contractors. Position requires the use of independent judgment and professional discretion.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Conducts pre-service and in-service workshops on proper use, care, and maintenance of equipment, materials and facilities• Receives, analyzes, and investigates accident reports involving personal injury to employees occurring on school property; makes recommendations to correct conditions• Investigates fires; receives and analyzes fire and evacuation drill reports; makes recommendations for updating when necessary• Conducts periodic and special inspections of facilities for proper sanitation, order, and physical condition; produces written reports

GENERAL MANAGER, OPERATIONS

ESSENTIAL RESPONSIBILITIES (Continued)

- Applies knowledge of proper maintenance procedures, safety requirements of a school system, and proper care and use of supplies and equipment
- Coordinates with district departments all requests for routine, emergency, and unscheduled work or projects
- Reviews special requests for maintenance services, projects, renovations, remodeling, and contractual items
- Conducts onsite surveys to help the maintenance department determine priorities, materials needed, and the degree of urgency
- Prepares routine and special maintenance projects for administrative submission; responsible for follow-through from early planning stages through completion
- Investigates and coordinates resolution regarding incomplete work
- Meets regularly with the maintenance department to coordinate, plan, and share information
- Plans and prepares budgets for plant operations, supplies, equipment, and maintenance and security projects
- Reviews Pinellas County Health Department inspection reports and facility follow-up reports
- Participates in interviews and upholds the supporting service personnel assignment process for filling positions; and consults with principals to develop or revise work schedules
- Investigates personnel issues and grievances, recommends disciplinary action, and works with the Office of Professional Standards
- Reviews current developments on safety and fire prevention; accompanies city, county, or state inspectors on scheduled Florida State Fire Inspections and ensures compliance
- Completes Head Plant Operators' evaluations in cases where applicable
- Supports Head Plant Operators in evaluating site Plant Operations staff
- Performs other related work as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/79 SSN; REVISED: 3/82 WP; REVISED: 1/86 RW; FORMAT REVISED: 3/88; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; MQ'S REVISED: 10/97 AK; BOARD APPROVED: 11/12/97; PREFERRED ADDED, MF, D&R REVISED: 4/00 AK; BOARD APPROVED: 10/01; REVISED TITLE, PG, MF, D&R, MQ's: 9/07 AK; BOARD APPROVED: 10/30/07; REVISED TITLE, MF, D&R, MQ's: 1/11 LM, BOARD APPROVED: 2/22/11, REVISED FORMAT, TITLE, SALARY SCHEDULE, PREFERRED, MF, ED, ADA 6/13, LM; BOARD APPROVED: 7/30/13

GENERAL MANAGER, OPERATIONS

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van			X		
27. Other physical, mental or visual ability required by the job			X		

General Manager, Operations – PTS