

Anoka-Hennepin Independent School District #11
Job Description

Title: Buildings & Grounds Assistant Director of Operations
Department: Buildings & Grounds
Reports to: Director of Buildings & Grounds
Prepared Date: June 2022

SUMMARY OF RESPONSIBILITIES

Assist in the coordination of Buildings and Grounds projects and services for the Anoka Hennepin School District with a focus on safe and welcoming schools, resource allocation prioritization, custodial staffing, and coordinating cleaning and maintenance of district buildings. Assist the maintenance and prioritization of the Facilities Condition Index, allocation of FCI area responsibilities and Long-Term Facilities Maintenance (LTFM) implementation, budget preparation and monitoring, staff supervision, program evaluation and reporting, and interface of programs with other District programming.

DUTIES AND RESPONSIBILITIES

- Assist the Director with planning, implementation, and management of programs, staff and activities including the district-wide Facilities Condition Index; the Long-Term Facilities Maintenance plan, budget, and reporting; custodial oversight at all Anoka-Hennepin facilities.
- Assist with the oversight to ensure compliance with the Minnesota Department of Education's LTFM planning and budgeting guidelines.
- Act as liaison between the District and schools regarding custodial responsibilities and disinfecting, sanitizing and cleaning protocols.
- Make recommendations to the Director concerning staff allocation resource planning for capital projects.
- Conduct performance appraisals, in compliance with State law and School Board Policy, for all staff who report directly to this position.
- Work cooperatively with school administrators and provide leadership for staff in determining school and district building operation needs.
- Facilitate and/or participate in district committees representing district operations and custodial services and service delivery models.
- Assist the director in analyzing, interpreting, tracking, reviewing, reporting, and managing data surrounding capital projects, capital budgets, LTFM budgets, and resource allocations.
- Assume general responsibility and supervision of all custodial personnel and services of the District.
- Assist in the recruiting, screening, and assignment of custodial personnel throughout the District.
- Develop and implement staff development programs appropriate to the needs of custodial personnel.
- Supervise and appraise the performance of custodial personnel. Recommend the termination of personnel whose performance is deemed unsatisfactory in accordance with procedures of due process.

- Communicate to the Buildings & Grounds Director the requirements and needs for District operations.
- Prepare and monitors a program budget for custodial operational services in the District in coordination with the Buildings & Grounds Director.
- Assists in securing quotations and preparing bid specifications and purchasing of supplies and equipment for the operation of buildings.
- Maintain current time records and prepare and submit to the payroll office information necessary for the compensation of custodial personnel.
- Determine the need and secures supplies and materials necessary for custodial services.
- Develop, with the assistance of principals and head custodians, equitable and practical work schedules to ensure proper custodial services and operational functions.
- Execute assigned administrative responsibilities to ensure compliance with federal, state, and local laws in accordance with Anoka-Hennepin School District policies and guidelines pertaining to Equal Employment Opportunity and Affirmative Action.
- Perform other tasks and assume other responsibilities as Director may assign.

SUPERVISORY RESPONSIBILITIES

Manages 40 subordinate supervisors who supervise a total of 130 employees in the Buildings & Grounds. Responsible for the overall direction, coordination, and evaluation of this unit. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the District's policies and applicable law. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

None

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ability to maintain regular attendance, which includes completing an assigned day.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the District.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; talk; hear; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl; and lift and/or move up to 50 pounds. The employee is occasionally required to sit; climb or balance; smell; and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; risk of electrical shock; and vibration. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually moderate but could be loud, depending on the situation.