



Kenton County School District | *It's about ALL kids.*

THE KENTON COUNTY BOARD OF EDUCATION

1055 EATON DRIVE, FORT WRIGHT, KENTUCKY 41017

TELEPHONE: (859) 344-8888 / FAX: (859) 344-1531

WEBSITE: www.kenton.kyschools.us

Dr. Henry Webb, Superintendent of Schools

Periodically the support operations department experiences long term vacancies with full time facility managers assigned to a school or campus. The absence of this leadership position for extended periods of time places a severe burden on the school or campus. Many facility managers serve multiple schools on one campus. The proposed position allows the District to post and hire a replacement staff member to serve in this capacity on an interim basis.

The Districtwide Support Operations Manager shall remain in the full time position assigned to a school or campus should the regular staff member determine they are unable to return to their full time position. If the regular assigned staff member is able to return to full time status then the Districtwide Support Operations Manager will move to a districtwide role and be utilized to fill vacancies around the District.

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities*."

KENTON COUNTY SCHOOLS
JOB DESCRIPTION

TITLE: **Districtwide Support Operations Manager** (Proposed - DRAFT)

QUALIFICATIONS:

1. Demonstrates aptitude and skills in Carpentry, Electricity, Plumbing, Heating, Ventilation and Air Conditioning, Window Glass, Supply Inventory, and Delivery
2. High School diploma or G.E.D. Certification or demonstrated progress towards obtaining a G.E.D. as required by Kentucky law
3. Must pass health examination required of all school employees and pass the district Job Analysis- JPA Testing Protocol for the Job Title "General Maintenance Technician"
4. Minimum of 5 years' experience in building maintenance
5. Must have completed all necessary OSHA training modules in order to meet performance responsibilities
6. Proficient in use of computers, as well as standard computer software, for proper reporting purposes and maintenance records
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Support Operations Supervisor

JOB GOAL: Contributes to the maintenance of all District facilities and physical school plants' condition of operating excellence so that full educational use of it may be made at all times. This job goal shall be achieved by serving in various Operations Support roles as dictated by District need, employee absences and/or vacancies.

PERFORMANCE RESPONSIBILITIES:

1. Maintains knowledge of, and is able to perform, essential performance responsibilities of the following Operations Support positions: School Plant Manager, Building Operations Supervisor and Building Operations Support
2. Supervises the Building Operations Supervisor and Support personnel when serving in a supervisory capacity
3. Reviews and verifies all support operations staff timesheets when serving in a supervisory capacity
4. Maintains and verifies the completion of all required internal checklists
5. Assumes responsibility that safety standards are met in all repairs and that all necessary safety inspections are completed as required
6. Assumes responsibility for boilers, chillers, and all other heating units making sure that they are in good working condition at all times in the facilities owned and operated by the Board of Education
7. Assumes responsibility for the safe condition and cleanliness of flooring, door frames, doors, window glass, hardware, and similar structural elements in the facilities owned or operated by the Board of Education
8. Assumes responsibility for general roof maintenance for all facilities owned and operated by the Board of Education
9. Recommends supplies and equipment needed for operation of the school plant and ensures that all tools and equipment are in safe working condition
10. Assumes responsibility for inventory and delivery of furniture, educational and custodial supplies
11. Assumes responsibility for proper operation of kitchen equipment in all facilities owned or operated by the Board of Education

Districtwide Support Operations Manager

KENTON COUNTY SCHOOLS
JOB DESCRIPTION

12. Assumes responsibility for building safety by checking that all exit doors are open and secure and all panic bolts are working properly during the hours of building occupancy
13. Assumes responsibility for cleanliness and professional appearance of all facilities owned and operated by the Board of Education, which may include, but is not limited to, yard-keeping chores, cleaning of corridors, classrooms and bathrooms and keeping grounds free of rubbish
14. Shovels, plows, and/or sand walks, driveways, parking areas, and steps, as appropriate
15. Perform other duties consistent with the position as assigned

TERMS OF EMPLOYMENT:

- Employment category: Classified
- Salary – G15 (G16 if active Journeyman certificate held) on Classified Salary Schedule
- 8 hours per day
- 245 days per year
- On call 24 hours/day, 7 days/week
- Board Approved: PROPOSED 11/06/2017