

vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Director of Maintenance and Operations

GENERAL RESPONSIBILITIES

1. Manages daily office functions of the Maintenance and Operations Department.
2. Supervises and evaluates the employees.
3. Directs other on-site support employees.

SPECIFIC RESPONSIBILITIES

1. Supervises and evaluates clerical employees. Ensures adherence to good safety procedures.
2. Manages, coordinates training of clerical employees, assists with training of new supervisors on office procedures and reviews the daily functions of the Maintenance/Operations office, to include, but not limited to, the processing of payroll and attendance records, work orders, purchase requisitions, receipt of materials and supplies, accounts payable, forms, energy grants, contracts, reports, utilities, budgets, and warehouse.
3. Plans, organizes, supervises, assigns and follows-up on projects and procedures with employees so they will be completed in a timely fashion. Ability to assume responsibility and accomplish most tasks with little or no supervision.
4. Assumes responsibility for proper purchasing and utilization of all office equipment for supervisors and clerical employees.
5. Orders or recommends purchase of necessary materials, software and equipment to ensure the timely completion of scheduled projects following proper procedures for the expenditure of supplies and equipment for district maintenance, repair and services.
6. Assists with facilitation of bidding and implementation including preparation of purchase orders; monitors and signs off all invoices for contracted landscape, lake plan services, fire extinguishers, kitchen hood suppression systems, elevators, and filter schedules for the district.
7. Manages District spray license program. Coordinates state approved training and continuing education credit classes.

8. Assists the Director in the preparation, presentation and monitoring of the annual department budget and strategic plan.
9. Assists the Director in interviewing, reference checking and processing applicants for positions within the department including orientation.
10. Maintains a current roster of all department vacancies and promptly forwards such to the Human Resources Office.
11. Supervises the receiving and processing applicants for positions within the department.
12. Attends meetings and prepares reports as appropriate.
13. Maintains records, reports and files as appropriate.
14. Maintains all licenses and permit files necessary to the function of the department and the personnel therein and ensures that such are current and up-to-date.
15. Supervises the maintenance of all licenses and permit files necessary to the function of the department and the personnel therein and insures that such are current and up to date.
16. Supervises the coordination of the annual fixed asset inventory for the department.
17. Supervises the technical training of new Plant Operators using the Elations computerized work order system for work requests and supply requests.
18. Supervises the development, publication and submissions of specifications for equipment, materials, contracted services and projects undertaken by the department staff.
19. Becomes familiar with maintenance and operational standards for school buildings as required by the Florida Administration.
20. Performs other duties as assigned.