

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

Supervises and coordinates activities of workers engaged in cleaning and maintaining Anoka-Hennepin School District buildings by performing the following duties.

DUTIES AND RESPONSIBILITIES

- Assumes general responsibility and supervision of all custodial personnel and services of the District.
- Assists in the recruiting, screening, and assignment of custodial personnel throughout the District.
- Develops and implements staff development programs appropriate to the needs of custodial personnel.
- Supervises and appraises the performance of custodial personnel.
- Recommends the termination of personnel whose performance is deemed unsatisfactory in accordance with procedures of due process.
- Communicates to the Buildings & Grounds Director the requirements and needs for District operations.
- Prepares and monitors a program budget for custodial operational services in the District in coordination with the Buildings & Grounds Director.
- Consults with building-level principals in determining the building-level operation needs.
- Assists in securing quotations and preparing bid specifications and purchasing supplies and equipment for the operation of buildings.
- Maintains current time records and prepares and submits to the payroll office information necessary for the compensation of custodial personnel.
- Determines the need and secures supplies and materials necessary for custodial services.
- Develops, with the assistance of principals and head custodians, equitable and practical work schedules to ensure proper custodial services and operational functions.
- Executes 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.
- Performs such other tasks and assumes such other responsibilities as the Buildings & Grounds 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.