

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street

Gary, IN 46407

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Peter Morikis, Emergency Manager

Job Title: Operations Manager, Business Services
Department: Business Services
Reports To: Superintendent/ Chief Financial Officer
FLSA Status: Full-Time, Classified
Funding Source: General Fund/ Food Service Fund

Purpose Statement

The Operations Manager, Business Services directs and coordinates the activities of the Maintenance Department as well oversees contracted services of Custodial, Grounds, Transportation, and Child Nutrition Departments.

Associated duties include district delivery services, managing district assets and assisting with district procurement activities according to federal and state guidelines.

The position ensures increasing levels of customer satisfaction while improving the effectiveness and efficiency of manpower and materials.

Essential Functions

The list of duties and responsibilities is illustrative and is not a comprehensive listing of all the duties and responsibilities performed by this position.

MAINTENANCE

Responsible for corrective and preventive building maintenance activities, vehicles, equipment, and shop facilities.

- Coordinates work requests with skilled, semi-skilled, and contracted labor
- Manages construction projects as assigned by CFO
- Prepares specifications (scope of services) for major repairs, obtains quotes and/or prepared bids per legal requirements
- Sets standards to develop, train and evaluate foremen, employees, oversee service contractors; Manages performance of multiple union and non-union employees
- Makes regular inspections of buildings and facilities to determine current state of condition

- Prepares and manages the operations budget in cooperation with the Chief Financial Officer.

CUSTODIAL/GROUNDS and CHILD NUTRITION SERVICES (Contracted Services)

- Oversees contracted custodial, grounds, and child nutrition services
- Communicates all work activities as well as the direction and vision of the departments as a support to the educational mission of the school district
- Identifies existing custodial issues and directs personnel to initiate appropriate work orders for correction
- Continually seeks ways of saving general fund dollars by improving efficiencies
- Administers and direct the implementation of the School Nutrition Program
- Assists with development of internal audit controls to ensure compliance with school, federal, and state regulations for Child Nutrition Services
- Oversees local level accountability reviews as required by the USDA
- Approves purchase orders and claims for payment as submitted by Food Service Management Company (FSMC)

STUDENT TRANSPORTATION (Contracted Service)

- Oversees the encode policy, routes students, assigns bus stops and schedules buses for all Gary Community School Corporation students in collaboration with transportation contracted service.
- Sustains and update computerized school district map
- Supervises the upkeep and communication of newly enrolled students eligible for transportation to school buses and routes

PURCHASING AND PROPERTY CONTROL SERVICES

- Plans, organizes, directs, and coordinates large-scale purchasing of a variety of supplies, materials, equipment and services in coordination with department administrators.
- Provides overall administration and supervision of the central warehouse, fixed assets records, and the distribution of inter-school mail and employee paychecks.
- Assists with procurement of stock and non-stock items by obtaining informal quotes and/ or formal bids as specified by the Public Purchasing Act and the Public Works Act of the State of Indiana and the policies of the Gary Board of School Trustees
- Develops bid specifications in cooperation with the user departments for purchase of materials, supplies, equipment and services and makes recommendations to the CFO on the awarding of bids
- Administers, updates and monitors Property Control procedures and oversees physical inventory of fixed assets; Responsible for the disposal of obsolete furniture and equipment
- Orders furniture and furnishings, equipment, tools and supplies as needed

- Maintains inventory of fixed assets, equipment and related materials; dispose of obsolete assets according to state law and Board policy.
- Assists with the ordering, housing and distribution of textbooks.

Specific Skills and Knowledge for this position:

- Ability to research and discern differences in specifications of quality, materials and services
- Ability to prepare and deliver well-written documents for presentation and/or bidding
- Ability to manage and lead a group of maintenance and operations employees
- Ability to interpret union contracts and settle grievances in a fair manner
- Ability to demand performance according to terms of the agreement or regarding equipment, contracted labor, construction, maintenance, repairs, remodeling, or service

Qualifications and Education Requirements:

- Completion of bachelor's degree (preferred) in Business, Construction Technology, Engineering, OR equivalent combination of education, training and three (3) years supervisory experience that provides the desired set of knowledge, skills, and abilities to successfully perform the essential functions of this job.
- Experience with maintenance, construction, custodial and/or businesses processes
- Experience with budget preparation and effective cost control
- Additional training and/or experience in construction, maintenance, engineering, OSHA, accounting, environmental management, or management a plus

Personal Attributes Desired:

- Ability to listen and to effectively communicate with administrators, contractors, and staff
- Organized
- Detail-minded
- Ability to work with, and get along well with others

Physical Requirements:

The employee must be able to meet deadlines with imperative time restraints and interact with administrators, skilled and semi-skilled employees, and contractors. The employee has a moderate risk of sustaining injuries such as cuts or burns, slips or falls while performing the duties of the job.

While performing the duties of this job, the employee may be exposed to temperatures above 100 degrees and below zero degrees and will occasionally walk on wet or slippery surfaces.

The noise level in the work environment is periodically loud to where you must raise your voice to be heard. Work includes use of both hands. While performing the duties of this job, the employee is required to sit, walk and stand on a frequent basis. Employee must have good vision for this job. Visual abilities include close vision, color vision, depth and peripheral vision. The employee will be required to safely operate a motor vehicle during employment.

Required Testing

- Drug Test

Certificates & Licenses

- Fingerprinting/Background

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted until filled to:

Gary Community School Corporation
Click on "Employment"
www.garycsc.k12.in.us
1988 Polk Street
Gary, IN 46407

EQUAL OPPORTUNITY EMPLOYER

(Updated 3/14/2019)