



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Operations Lead
Department: Buildings and Grounds
Reports To: Director of Buildings and Grounds
Salary Guide: Non-Affiliate F; Twelve-month position
Prepared Date: 19 October 2021

Position Summary: The Operations Lead is responsible for the overall direction, coordination, and evaluation of custodial and maintenance functions and district staff. Manages all activities related to operations and development of the West Windsor-Plainsboro Regional School by performing the following duties personally or through subordinates.

Qualifications: Minimum High School diploma or equivalent. Experience in custodial and cleaning operations preferred. In possession of a valid Black Seal Boiler Operator's license or higher. Required criminal history background check. Valid New Jersey driver's license is required.

Essential Duties: 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.

Essential Duties and Responsibilities:

- Manage District Operations Staff assigned to designated building.
- Organize, maintain, and participate in the daily schedule of work assignments for district building custodial, and maintenance staff.
- Provide monthly attendance report to supervisor.
- Review evening activities make all preparations that can be made during the day.
- Schedule, with school principal, any special setups or functions that may need attention.
- Provides guidance to staff regarding personnel requirements, material needs, facility needs, and tools and equipment needs.

- Review and verify designated staff's leave days (i.e., sick, vacation, personal etc.)
- Schedule daily meetings with the assistant head custodian regarding evening activities and problems.
- Schedule staff and assign maintenance work for weekend activities.
- Review building safety items and staff's knowledge of safety related regulations.
- Ensures all assigned employees are aware of and comply with government, and district policies, procedures, and regulations.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must obtain the ability to write routine reports and correspondence effectively.
- The ability to speak effectively before groups of employees is essential.
- Ability to calculate figures and amounts.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written form.
- Proficient in technology applications, including but not limited to Microsoft Word, Excel, School Dude or comparable programs.
- Respond promptly to building alarms and emergencies.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, and Genesis Employee Portal.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to bend, sit, move about, hear, speak and write. Ability to work using ladders, scaffolding, mechanical lifts and district vehicles. Ability to spend most of the work-day standing, lifting, walking, shoveling and scraping. Ability to lift up to 60 pounds and move heavier materials using appropriate equipment.

Noise level may be high when operating power equipment. During these conditions, appropriate district provided personal protective equipment such as hearing protection must be worn and used in accordance with manufacturer's directions and district training. Employees may be required to work in restricted spaces to include crawling and/or climbing as working at heights. Required to stand, be on feet, and move around for a full work shift.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee is required to properly use such safety equipment as is appropriate to the work to prevent injury to self or others.

Ability to communicate effectively in person, by radio, electronically and over the phone. Ability to use computer equipment to complete reports, generate service orders, maintain inventories, etc.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. Ability to work in extreme weather conditions, while wearing appropriate personal protective equipment (PPE). Shoveling snow, chipping ice and operating mechanical equipment in these conditions. It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties.

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.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 10/19/2021

Certified by: C. L. Comella
Director for Human Resources