

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE**  
**Job Description**

**Job Title: Operations Manager  
(Special Projects)**

**Department: Operations**

**Date: February 2015**

**Reports To: Chief Operations Officer**

**Grade: Admin 496**

**H.P.D. 7.5**

**D.P.Y. 260**

**Purpose of Job:**

The purpose of this job is to assist the Chief Operations Officer in carrying out the missions of all subordinate departments (Facilities, Transportation, Building Maintenance, and Vehicle Maintenance) and sections (Custodial) of the Operations Department. Duties include, but are not limited to, supervising staff; preparing documentation; prioritizing work; managing special projects; leading the development and supervision of the District's energy/utility management program including presenting information, conducting energy audits, and monitoring building utilization; and performing additional tasks as assigned by the Chief Operations Officer. This position takes on supervisory responsibility for the District's custodial work force during the summer holiday and on all days when the Principals are not working (snow days etc.).

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervise the Custodial Foreman and Operations Administrative Assistant including conducting annual evaluations, teaching, counseling, coaching, time & attendance, work scheduling, etc.

Makes courtesy visits to school facilities noting problem areas related to energy utilization.

Serve as a member of the Operations Department Leadership Team (OLT).

Provide input to team meetings relative to all Special Projects of the department as well as energy and operations.

MRT Representative – Must be familiar with ISO 9001 requirements – serve as the Operations Department's management representative on the Continuous Improvement Committee (CIC).  
Develop ISO policies, procedures, and work instructions.

Must be familiar with global positioning satellite (GPS) technology – responsible for coordinating all GPS data management and for hardware purchase and installation in the Student Transportation Department, and potentially in the Building Maintenance Department (real-time work order assignment and closeout).

Develop data reports etc. to assist in measuring performance and developing additional efficiencies in all Operations Departments.

Authorized to sign-out a grand master key for all school buildings.

Demographer – Primary responsibility for the District’s school zoning and re-zoning operations and operation of the Trapeze software.

Must be familiar with re-districting software and be able to prepare zoning recommendations (including building capacities, and numerous student demographics) for presentation to the Board of Education and to the public.

Building Assessment Coordinator – Manages the District’s annual building assessment program.

Coordinate all inspections by assembling the multi-trade assessment team, supervising the team during the assessment, prepares final assessment report for presentation to building Principal and appropriate department managers.

Data Manager – manage and monitor all Operational Departments level II and level III data. Develops charts and trends.

Prepare the department’s mid-year and end of year reports.

Responsible for grant opportunities relevant to the operational services of the District.

Building mapping manager including mapping all utilities within a building by electric/plumbing panel/cutoff, mechanical system unit assignments etc. Development of an electronic library of all system buildings for remote use by multiple trades.

Primary energy/utility management program supervisor in the District.

Assist with program development, reviews utility utilization and billing, and works with Lead Custodians to enhance participation in the District’s energy management program. Assist Lead Custodians and Principals in all energy matters.

Provide District level management of the digital radio system. Includes GPS data transmission, frequency management, annual software updates, programming, and replacement cycle management (#50K annually) of a \$2M radio system.

Primary responsibility for District’s school zoning and re-zoning operations.

## **Additional Job Functions**

Performs other duties as required.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's Degree or relative experience or technical school training required, and three to five years of supervisory experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee driver's license required.

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate with a reasonable level of skill a variety of office machines and equipment such as telephones, computers, calculators, copiers, fax machines, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Operations Manager Special Projects. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques, to make independent judgments in absence of supervision, to acquire knowledge of topics related to the job.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials, to explain procedures and policies, and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas, add and subtract totals, multiply and divide, determine percentages, determine time and weight, and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment. .

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to the job of Operations Manager Special Projects.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing -perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

### **KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System facilities and safety practices as they pertain to the performance of duties relating to the job of Operations Manager Special Projects. Thorough understanding of Building Code and State requirements for Educational Facilities. Understanding of and experience in plan review and interpretation of specification documents. Knowledge of construction methods, materials, and standards. Knowledge of and experience in the construction permitting process. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and the construction industry. Is able to effectively communicate and interact with supervisors, other governmental agencies, members of the general public, and all other groups involved in the activities of the position. Is able to assemble information and make written

reports and documents in a concise, clear, effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computer office software as well as CAD. Is able to read, understand, and interpret financial reports and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Date**

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**Date**