Job Requisition #51174 - MANAGER, FACILITIES AREA

Status: Open    Date Needed: 01/10/2022    Open Date: 12/17/2021    Total Days Open: 4
Confidential Requisition: No    Priority Requisition (HR Use Only): No

Description

**Job Posting Template:** NON TEACH W/ SKILLS

**Position Description:** DEPARTMENT OF OPERATIONS

**Work Year:** Traditional 235 work days - PROTECH/ADMIN

**FTE:** 1.0

**Salary Range:** $65,128 - $78,864 annually

**Essential Functions and Objectives:**

Ensures efficient building operations and management of approximately 30 locations for Denver Public Schools by analyzing and assessing current programs to ensure the effectiveness of customer service, equipment, training, production, service quality, and resource allocations, in cooperation with other support departments.

- Leadership responsibilities in all aspects of direct report personnel to include hiring, onboarding, performance reviews, corrective actions, investigations, terminations, and unemployment hearings according to Human Resource guidelines.

- Understands and enforces labor agreements and departmental procedures for multiple labor groups as well as understands labor laws and policies; responds to level one grievances. Participates in labor negotiations, labor disputes, and arbitration hearings.

- Knowledge and understanding of state and Federal employment laws employment law including FMLA, ADA, FLSA, Workers Compensation, HIPAA, and enforce Board of Education policies and all other applicable departmental procedures and policies.

- Assists in the management and implementation of the Quality Assurance and Quality Control practices, standards, methodologies and metrics associated with assignments. Provide regular activity and status reports to management, staff, and customers on building conditions and quality assurance results.

- Develop and implement short and long term goals. Sets strategic direction of district building operations activities at assigned sites. Develops and implement plans and programs to improve building operations care of District facilities; evaluate departmental efficiency and recommend the implementation of new building operations techniques, materials, and equipment.

- Serve as a liaison and point-of-contact for school leaders for facility issues and questions. Participates in the creation and supports execution of the DPS Facility Use Agreement (FUA) and Shared Campus Plan (SCP) in cooperation with DPS personnel.

- Work with vendors and evaluate new products and equipment; requisition and purchase a wide variety of chemicals, tools, supplies, and equipment for use at multiple sites.

- Collects, reviews, and processes financial information and creates necessary financial reports for area assigned. Prepares and completes an integrated budget including all funds available to each assigned site.

- Instructs formalized training courses as needed by the department. Directs and trains staff in order to develop their maximum potential and effectiveness and to develop a diverse base of leadership talent for the district.
- Respond to emergencies and situations on 24/7 call basis related to catastrophes and other emergencies which could inhibit the use of an assigned location.
- Performs other related duties, including special projects, as required or requested.

**Knowledge, Experience, & Other Qualifications:**

- A minimum of seven (7) years of related experience to including experience as a manager.
- Must possess a valid Colorado driver’s license.
- Strong knowledge of modern operational service task standards and methods of building maintenance operations.

**Working Conditions & Physical Requirements:**


**Education Requirements:**

- High school diploma or equivalent is required.
- Bachelor's degree in related studies preferred, or equivalent experience is preferred.
- Seven (7) or more years of related experience to include managerial experience is required without a Bachelor’s degree, or equivalent combination of education and experience.

**Other information:**

The Custodial Operations Division is an essential component in supporting the educational mission of DPS. Our team provides the essential elements necessary to maintain a safe, clean, and functional environment for every student, staff, and community member. We demonstrate and seek a wide variety of skilled individuals with leadership, organizational, problem solving, mechanical, and detail orientated characteristics. The potential for career advancement within our division is ample; we provide and support training in all aspects of operations. Custodial Operation's strives to develop our employees to become next generation managers and leaders. Join our team and become a member of a respected support division which prides itself in quality and commitment.

**Additional Information:**

- Work Year Calendars (including accrued time off): http://thecommons.dpsk12.org/Page/1129
- Benefits (including DPS contributions): http://thecommons.dpsk12.org/Page/1397
- Compensation Structures: http://thecommons.dpsk12.org/Page/244
- Employee must live and work with a permanent home address in Colorado while working for Denver Public Schools.

**About Denver Public Schools:**

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at
Dpsk12.org.
Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.