FAR NORTHEAST CAMPUS #28, Far Northeast
Traditional 235 work days
FTE: 1.0
Salary Range: $54,834 - $64,750 annually
Schedule: Monday-Friday; 5:30 a.m-2:00 p.m, hours can vary.

**Essential Functions and Objectives:**

Responsible for the day to day stability of a specific unit within the department. Directs and monitors the work effort of others to ensure the team operates smoothly and efficiently.

Manages the day-to-day operations of a school ensuring an effective and responsive staff for emergency and routine requirements at the assigned facility. Maintains building and grounds in safe condition at all times. Assures effectiveness of customer service, organization structures, equipment, training, production, resource allocation and cooperation with other departments within the district. Supervises a team from 6+.

Manages a mid sized to large middle school type site.

- Ensures completion of daily activities; directs and supports the team's work efforts, maximizes productivity and achieves short term goals. Improves the team environment; plans, evaluates, and guides the behaviors of direct reports.
- Decides how work gets completed, based on what work is prioritized by management. Sets the team up for success by establishing: goals, action plans, deadlines, and
standards. Tactfully assigns work to the team according to aptitude, skills, workload and interests.

- Closely tracks efforts to confirm work is performed according to standards; checks progress, evaluates accuracy, discovers deviations and identifies solutions.

- Leads and influences the team's best work by serving as an escalation point, solving routine problems, preventing conflicts, and giving direct feedback. Provides instruction and guidance to ensure full understanding of designated activities.

- Provides ongoing opportunities to help improve daily work skills; educates new team members, hosts meetings, mentors, and allows a showcase of strengths. Ensures compliance with the district by implementing and enforcing standard practices and procedures.

- Maintains a close relationship and regularly discusses workload and deadlines with the team. Report status to team members and managers, including cost, scope, quality, time, performance, and output to create a positive team atmosphere and keep everyone informed.

- Coordinates and organizes activities related to the cleaning, grounds care, and minor maintenance of one assigned facility no larger than approximately 200 thousand square feet.

- Confers with school personnel, including the Principal, regarding issues or activities. Assures proper methods are followed and quality and quantity standards are maintained.

- Responds to emergencies and situations on a 24/7 call basis. All facility operations department team members are considered essential personnel per the district's definition of report status to district-wide closures and other events.
- Inspects assigned facilities for proper utilization of staff’s time and district materials and equipment. Responsible for daily housekeeping and preventive maintenance activities to ensure compliance with sanitary and hygiene standards.

- Manages budget for assigned facility. Ensures effective fiscal management and oversight of the operations, supply, and over-time budget accounts.

- Responds to Level One grievances for one labor organization. Understands and enforces labor agreements and departmental procedures and rules as well as understand labor laws and policies.

- Responsible for issuance of disciplinary actions as needed for assigned personnel at one facility.

- Maintains the building and equipment, including minor maintenance and repair of heating, ventilation, and air conditioning equipment, plumbing, electrical devices, furniture, mechanical devices and building fixtures. Work in conjunction with Facility Maintenance on major and emergency repairs. Develop and implement plans and programs to improve facility efficiency.

- Ensures physical safety and security of assigned facility and occupants; including adherence to proper maintenance of fire/security alarms, and emergency lighting. Assist facility administration in coordination of security procedures such as fire and lock-down drills/procedures. Responsible for safety instruction and supervision of assigned personnel.

- Assists in managing a workforce career development and effective training program to include promotion, progression and hiring plans and activities. Trains, assigns, supervises and evaluates the work of assigned personnel.

- Provides regular activity and status reports to management and staff on building conditions and inspection results.
- Recommends purchase of materials and equipment; may meet with vendors and evaluate new products; may requisition a wide variety of chemicals, tools, supplies, and equipment.

- Screens new employees for hire, conducts interviews, and makes recommendations for employment. Submits required documentation to Human Resources to begin the process of on-boarding an employee.

- Assists in the development, implementation, control, and distribution of Quality Assurance and Quality Control practices, standards, methodologies and metrics associated with assignments. Ensures suppliers and vendors meet established quality requirements.

**Knowledge, Experience & Other Qualifications:**

- Three (3) or more years of related experience to include supervisory experience.

- One (1) year experience in supervising a mid to large size team.

- Demonstrated experience performing in a customer service oriented environment, in compliance with established human resource and departmental policies.

- Must have a valid driver's license, that meets the District's insurability standards, and have an acceptable driving record for the past three years.

- Ability to motivate and influence others.

- Ability to effectively lead a team.

- Ability to set goals, work independently and drive results.

- Self-starter/leader who can anticipate department needs in a proactive (versus, reactive) manner.
- Strong interpersonal skills and ability to work with individuals at all different levels in the organization.

- Ability to work in a multi-ethnic and multicultural environment with district and school leaders, faculty, staff and students.

- Demonstrated proficiency with Google Suite products including Docs, Sheets and Gmail.

- Outstanding facilitation and communication skills, including ability to inspire others.

- High degree of integrity in handling confidential information.

- Ability to manage a mid to large sized educational campus.

- Strong knowledge of modern cleaning methods, including methods of cleaning and preserving floors, carpets, furniture, walls and fixtures, cleaning equipment, tools, materials and supplies used in custodial work.

- Strong knowledge of and experience in safely and properly operating heating, ventilation, and air conditioning equipment and basic building maintenance.

- Knowledge of all laws, rules, and regulations related to the assigned position.

- Strong attention to detail and record-keeping techniques.

- Excellent time management skills and demonstrated successful experience planning and organizing work activities to meet deadlines.

- Ability to learn/operate management software.

- Ability to work a flexible schedule, to include 24 hours on-call, as required.

**Education Requirements:**

- High School Diploma/GED, required.

- Bachelor's Degree in a related field, preferred.

**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 comprises 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.