

Knowledge of:

- planning, organization and direction of operation services, including maintenance, custodial services and grounds;
- budget preparation and control;
- oral and written communication skills;
- principles and practices of management;
- applicable laws, codes, regulations, policies, and procedures;
- public contract code and vehicle codes;
- construction management techniques;
- sound facility management practices;

Ability to:

- develop, plan, implement, and administer program goals and objectives;
- work independently with little direction;
- plan and organize work to meet schedule and timelines;
- supervise and evaluate the performance of assigned staff;
- prepare comprehensive narrative and statistical reports;

Education Required:

required. Two years related experience may be substituted for each year of undergraduate work.

Experience Required:

- Five years of experience in maintenance/operations required;
- Two years of experience in a management position;
- Experience working in an education setting is preferred;

Other Requirements:

Department of Justice Fingerprint Response upon hire;

FLSA Status: Exempt

August 2023JET00.000002