

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

GRPS MISSION: Our mission is to ensure that all students are educated, self-directed and productive members of society.

OPERATIONS SPECIALIST

Department: Facilities and Operations
Bargaining Unit: Grand Rapids Educational Support Professional Association (GRESPA)
Hourly Rate: According to the collective bargaining agreement

JOB SUMMARY

This position is a member of the Operations Department and reports directly to the Sector Leader and indirectly to the appropriate Operations Supervisor and the Building Administrator for the day-to-day building instructions. The position is responsible for the mechanical, grounds and custodial operation of the building on the appropriate shift.

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge, and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

- Responsible for opening a given number of buildings each day and performing routine inspections of each building and the related grounds area for items requiring repairs/service.
- Travel to other buildings within the sector to perform emergency services or other job-related tasks.
- Must wear pager and respond to pages during working hours.
- Assist with general grounds work such as snow removal, trash pick-up, leaf raking, etc.

- Assist with lunch set ups if required, as well as special event set ups.
- Contribute to the Team Effort as outlined through the district strategic plan, the district mission statement and Operations department mission statement.
- Cooperate and communicate with the building administrator and his/her staff and with the Operations Team to properly maintain the physical plant and site in a sanitary, safe, and functional condition.
- Properly operate and store, perform scheduled maintenance on and perform minor repairs to various types of building mechanical equipment, including but not limited to fan units, the boiler and boiler chemicals, fire control equipment, security alarm system, swimming pool (if present), etc.
- Properly operate and store, perform scheduled maintenance and perform minor repairs to various types of custodial and grounds equipment, including but not limited to vacuum cleaners, hand scrubbers, carpet extractors, snow blowers, leaf blowers, lawn mowers, etc.
- Maintain continuity and positive communication between shifts.
- Maintain accurate records, including but not limited to employee hours and accumulated leave time, equipment operation, shift logs, etc.
- Assist the Sector Leader in requisitioning custodial supplies, equipment, and necessary maintenance repairs.
- Assist the Sector Leader in scheduling Christmas, Spring and Summer cleaning.
- Maintain minimal time away from the job by adhering to the established attendance program.
- Interact with co-workers, supervisors and other customers in cooperative, positive and supportive ways.
- Any other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED.

Special Qualifications:

- Valid driver's license and dependable transportation.
- Must be able to obtain Pool Certification if the building you are assigned to work at, has a pool. Must obtain the pool certification within 1 year of employment.

Knowledge, Skills and Abilities:

- Demonstrated leadership and interpersonal skills.
- Demonstrated ability to deal with students, parents, the public and other District employees in a tactful and courteous manner.
- Demonstrated knowledge of cleaning methodology.

- Demonstrated ability to work effectively under pressure and in an environment of constantly changing priorities and work assignments.
- Demonstrated good attendance and punctuality.
- Demonstrated ability to participate as a member of a team.
- Demonstrated ability to work in a diverse environment.
- Demonstrated ability to work with windows software, GroupWise e-mail, and Maximo.

ADA REQUIREMENTS

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, carries materials and equipment, talk, hear (in a quiet or noisy environment). The employee must occasionally lift and/or move up to 70 pounds. Must be able to work outside for extended periods (up to the entire eight-hour shift) in varying types of weather conditions. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Work is performed indoors although there will be required outdoor activities

MENTAL FUNCTIONS

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile, and negotiate.

Non-Discrimination

The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran, or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human

Resources Department at ([\(616\) 819-2022](tel:6168192022)) or humanresources@grps.org.