

Job Description

Title: General Manager for Support Services

Reports To: Chief Financial Officer

General Summary: Supports the District's educational program and services by directing and overseeing the Project Management, Purchasing, Distribution and Hazardous Materials operations within the Support Services organization. Ensures compliance with District policies and rules related to construction, special projects, purchasing, warehouse, distribution, surplus property and disposal, bulk and first class mail, and hazardous materials management. Coordinates fire prevention issues and compliance efforts, between the Fire Prevention Bureau of the Omaha Fire Department and building principals, maintenance managers and District administration. Serves as Facility Manager for the Support Services Center to ensure safe, appropriate and efficient use and care of the buildings, grounds, furnishings, equipment and other resources, for best utilization by all operations located at these facilities.

Essential Functions:

1. Direct, support and oversee the operations of the District's Project Managers, the project management program and all design, engineering and construction activities, including outsourced Construction Management Agency. (40%)
2. Prepare and submit construction reports and other presentations to the Board of Education. Attend all public Board Meetings and attend Board Committee Meetings when specifically required to support agenda pertinent to these responsibilities, responding to questions and comments from Administration and from Board Members as required. (10%)
3. Direct, support and oversee the operations of the District's Purchasing Agent, purchasing programs, purchase order processing and Distribution Center operations. Oversee and support the collection, storage, re-assignment, sale and disposal of all surplus furnishings, equipment and vehicles, archival document storage and record retention, shredding and disposal of sensitive documents. (15%)
4. Oversee proper management of the District's hazardous materials, including asbestos and radon. Coordinate the annual reporting of the District's science chemical inventory at secondary buildings with the Omaha Fire Department. Support and coordinate with the Maintenance Department for mold remediation and other Indoor Air Quality issues and events. (15%)
5. Coordinate between Omaha Fire Department officials, building principals and the Maintenance Department on fire inspections, fire code violations, compliance efforts and best practices. (10%)
6. Manage and coordinate the use of the Support Services Center and Distribution Center facilities. (5%)
7. Assume other responsibilities assigned by the Chief Financial Officer. (5%)

Qualifications:

1. Educational Level: A Bachelors Degree or Associate of Applied Science Degree in Architecture or Construction Management from an approved institution or equivalent combination of formal education and work experience.
2. Certification or Licensure: Demonstrate compliance with the AHERA Designated Person training requirements for the management of asbestos reporting, recordkeeping and event response.

3. Experience desired: Ten years of successful experience in construction project management, with emphasis in the areas of planning, budgeting, scheduling and coordinating. Supervision and management experience in the areas of purchasing, distribution or hazardous materials are applicable.

4. Other requirements: Possesses strong organizational skills and works efficiently.
 Ability to supervise and direct the work performed by others.
 Sense of urgency, self-directed and able to motivate others.
 Possesses good judgment and the ability to prioritize among many demands.
 Ability to work well with people while under stressful, demanding situations.
 Possesses strong oral and written communication skills.
 Presents and promotes a service oriented attitude.
 Thorough knowledge of current Microsoft Office products.

Special Requirements:

	Occasional 1 – 32%	Frequent 33 – 66%	Constant 67% +
1. Standing		x	
2. Walking		x	
3. Sitting		x	
4. Lifting <u>50</u> lb max.	x		
5. Carrying <u>50</u> feet.	x		
6. Pushing / Pulling	x		
7. Climbing / Balancing	x		
8. Stooping / Kneeling / Crouching / Crawling . . .	x		
9. Reaching / Handling		x	
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the immediate supervisor (and/or superintendent).

Revised: November 21, 2017