

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Emergency Operations Manager (W91)	Job Family: 08
Department: Facility Services	Lane Placement: 15
Supervisor's Title: Staff Assistant Auxiliary Services	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u>[Signature]</u>	Date: <u>2/11/2020</u>
ADA Review: <u>[Signature]</u>	Date: <u>2-11-2020</u>
Human Resource Approval: <u>[Signature]</u>	Date: <u>2-11-2020</u>
Superintendent Approval: <u>[Signature]</u>	Date: <u>2-11-2020</u>

Original date: 03/13 Revised: 07/15 Revised: 07/16 Revised: 05/18 Revised: 02/20

GENERAL FUNCTION

Under the supervision of the Staff Assistant of Auxiliary Services, the **Emergency Operations Manager** provides operational and supervisory support to the Auxiliary Services department. Ensures the efficient management and oversight of facility emergency operations, access and safety/security for Jordan School District.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Manage and oversee all District-wide emergency operations (e.g. safety/security, Incident Command procedures, alarm response, etc.)
- Assist in the development of both short and long-term emergency operations and safety planning, including the coordination and development of school safe walking routes.
- Plan, monitor and maximize effective use of District funds as part of the budgeting process, according to priorities outlined by the Board of Education.
- Responsible for compliance with all District and State procurement procedures regarding facility safety, security and emergency operations.
- Ensure compliance with all Federal, State and local regulations regarding facility safety, security and emergency operations. Responsible for all required reporting related to facility safety, security and emergency operations.
- Provide project cost estimates for facility modifications and safety/security equipment.
- Responsible for compliance with State/District policies/guidelines related to facility safety, security and emergency operations.
- Evaluate employee performance. Authorized evaluator under Jordan Classified Evaluation System. Provide input into training, hiring and promotion decisions.
- Maintain continuity of safety operations in the Auxiliary Services department during the absence of the staff assistant.
- Assist staff assistant in the management and supervision of department personnel, responsibilities and functions related to facility safety, security and emergency operations.
- Responsible for coordinating and scheduling work so that safety is maintained and deadlines are met.
- Conduct regular in-service training and professional development for department/District personnel.
- Establish and maintain good working relationships with State, County and municipalities within the District. Responsible to establish and maintain good working relationships with school and District personnel, patrons, contractors, consultants, and suppliers.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- Requires office and fieldwork. Incumbent is on call 24 hours for emergencies.
- This position requires punctual and regular daily attendance.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to post-offer and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's degree in facility operations or related field PLUS six (6) years of budget management, facility maintenance or other job related work experience with demonstrated competence or an equivalent combination of education and experience.
- Requires a minimum of two (2) years supervisory experience with demonstrated competence.
- Must demonstrate competence in reading, writing and math.
- Requires ability to plan, coordinate and manage specific projects related to facility use and operations. Requires demonstrated experience managing and tracking budgets.
- Requires thorough knowledge of Federal, State, local and District regulations regarding facility use and operations.
- Must have excellent communication both oral and written, and interpersonal skills working with school personnel, and patrons of the District.
- Requires ability to handle emergency situations and make quick decisions to resolve unique problems in the best interest of the District.
- Must be a team player. Incumbent will work with other staff members to draw upon their mutual knowledge and experience to address issues.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, including computer, phone, copier, fax, etc.

Physical Requirements – Not limited to the following:

- Frequent sitting (up to 8 hours continuously).
- Occasional standing, stooping, bending, kneeling, awkward carrying up to 15 pounds and climbing ladders.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.