



Job Title: Zone Manager

Department: Plant Operation

Reports To: Plant Operation Manager

Grade: BG-04

Number of Days: 12 Months

Security Access: All Facilities

Overtime Status: Exempt

Last Revised Date: August 20, 2019

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

Position Summary: Supervise custodians, meet with school administrators, maintain supply and budget reports and report maintenance & grounds concerns.

Minimum Qualifications:

- Computer skills (Outlook, Word and Excel)
- Communication skills
- Management experience

- 3rd Class Engineers License
- Valid Oklahoma driver license

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Management of the schools custodial and maintenance needs
- Actively listen to concerns and requests from customers and strategic partners, which helps to identify their needs and requirements
- Report building alteration request by administration to management for designated school sites within a zone
- Coordinate and supervise the work of custodial personnel and generate work order requests for maintenance repairs
- Assure that buildings in the assigned zones are maintained in a safe, clean and effective operational manner

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Responsible for assisting the Plant Operation Manager in the day-to-day operations of the custodial and maintenance programs
- Must possess general knowledge and understanding of building maintenance and custodial responsibilities
- To ensure areas of concern relative to the goals, performance objectives, and impact of economic, financial, and managerial programs are in conformance with the District policies and procedures
- In addition, the job requires considerable liaison with administrators and school personnel as well as the community
- Will be required to workday and evening shifts as assigned by management
- Will be required to maintain on call status, including weekend/holiday one weekend a month for emergency response

Supervisory Responsibility:

- Assure staffing needs are met
- Assure all employees are well versed and trained on departmental and district operational policies and procedures
- Perform building safety audits in the spring and fall
- Deliver supplies and equipment as needed
- Maintain appropriate documentation relevant to all personnel related matters
- Monitor maintenance work order reports and their completion status

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Must be able to work and drive in all types of weather conditions

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.