Central Bucks School District
Position Description

Position Title: District Operations Manager
Department: Operations
Reports to: Director of Operations

Summary: Responsible for the District logistics, warehouse and inventory management, building management operations, and assisting in preparation of department budget. Conducts personnel administration (interviewing candidates, approving selections, performance appraisals, time management/approvals, etc.) for Operations department employees. Assist administrators in the Operations Department to include facility use processing, financial requirements, custodial & maintenance support, emergency issues and administrative support coordination.

Essential Duties and Responsibilities:

- Manages all building custodial operations and directly supervise daytime building operations and warehouse staff; receives work requests; approves and orders needed supplies and inventory; directs the scheduling of work and supplies to ensure the work is accomplished in proper priorities.
- Manages and supervises the Warehouse, Logistic, & Inventory Services for the District: determines the use of contractor supplied versus district supplied service, develops plans and specifications for custodial products and equipment used by the district; ensures inventory management is completed in accordance with the procurement guidelines; reviews and makes recommendations regarding supplies and equipment, and approves invoices for payment.
- Manages and directs custodial inventory supply operations, establishes procedures governing the requisitioning, purchase, receipt, storage, stock control, issues, shipment and disposal of custodial supplies and equipment. Maintains database of SDS sheets for all chemicals and products in buildings and warehouse.
- Manage vendor to facilitate annual solid waste and recycling program. Oversee hazardous chemical collection and disposal through qualified vendors.
- Performs personnel administration to ensure procedures governing the selection, evaluation, promotion and dismissal of building personnel; performs employee performance evaluations, modifications, and approval of personnel timesheets; performs studies to determine recommended staffing levels of department personnel.
- Manages and approves direct report staffing and overtime. Completes review and analysis of completed work to ensure efficient operation and recommends corrective action.
- Manages and supervises all office functions to include administrative support, distribute work assignments, monitor progress and deadlines, assist as needed and maintain office supplies and office equipment.
- Manage all Facility Use processing including approval/denial of requests, compliance with Board Policy, scheduling and billing.
- Manage and monitor district work order system including maintenance requests, preventative maintenance scheduling, schedule requests, and inventory control.
- Monitor and approve payroll and personnel functions for direct reports within Operations.

- Coordinate with the Business Office, Human Resources, Technology & Innovation, Administration Center, and Education Services Center on issues related to the Operations Department.
- Manage financial functions including purchase orders, blanket purchase orders, vendor information, payment processing, RFP's, bidding and contracts.
- Attend meetings as directed by the Director of Operations.
- Available for 24/7 response to building emergencies and weekend on-call coverage.
- Perform special projects as assigned by the Director of Operations

Supervisory Responsibilities: Supervise Facility Specialist, Building Utility, Warehouse Mechanic and Utility, and Operations Administrative Assistant.

Education and/or Experience: To successfully perform in this position a person must be able to complete each duty satisfactorily. The qualification requirements listed below represent the minimum levels of education, training, sill and/or ability necessary.

- Education-High school diploma or equivalent plus 10 years of office management experience, preferably in an operations, construction, or maintenance department.
- Office Management and supervisory experience is required.
- Construction or maintenance experience is preferred.

Knowledge, Skills and Abilities:

- Extensive computer experience to include MS Excel, and Word. Experience with work order and inventory management programs such as FMX.
- Strong organizational skills, time management and the ability to prioritize tasks.
- Ability to work as part of a team.
- Must be cooperative and able to work in an environment with frequent interruptions.
- Ability to follow written and verbal directions.

Physical Demands:

- Must be able to bend, stoop, twist, reach, grasp and lift up to 20 lbs.
- Have specific vision acuity to read correspondence and operate computer systems.
- Sitting at desk for extended periods of time.
- Standing for limited periods of time.
- Manual dexterity to use office equipment.
- Repetitive movement of hands/fingers for keyboarding.

The physical demands described here 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.

Terms of Employment:

- 12 months, 261 days

- Salary and benefits as described in the Central Bucks School District Act 93 Compensation Program.

I certify that I have read and understand the essential duties and requirements of my position description.

Employee signature_____ Date

Supervisor signature_____Date

The information contained in this position description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Updated November, 2026