

# KEDC Building, Grounds and Fleet

## Operations Manager

### Job Profile and Description

The KEDC Operations Manager is an individual who has the ability to perform various duties on a day to day basis. These duties can range each day from the general cleaning and maintenance of the facility and grounds, to the maintenance and performance of the entire fleet. Operations Manager has extended duties as a Project Manager for improvements and additions that are needed to allow for the future growth of the business and its involvement in providing our teachers and schools the necessary tools they need to educate and care for the adults of tomorrow.

### Duties and Responsibilities

- Opening the building for daily operation
- Ensuring the building is clean and functioning properly
- Ensuring the restrooms are clean and functioning properly
- Identifying problems that need to be addressed
  - Take the appropriate actions to solve the problems
- Be available for assistance to other departments
- Provide support for vehicles in transit
- Checking for maintenance schedules for vehicles
- Oversee property lawn maintenance and overall exterior appearance
- Maintaining heating and air systems operation
- Maintaining electrical and plumbing system operation
- Provide ideas for improvements to facility
- Take the action to initiate improvements – oversee remodeling projects

### Skills and Specifications

- Mechanical knowledge
- Multi-tasking ability
- Basic knowledge of building maintenance
- Excellent organization and communication skills
- Must be a Team Player
- Able to lift up to 50 lbs. and climb ladders

### Education and Qualifications

- High School graduate
- Experience commensurate with job duties

**SEND RESUME TO [JOBS@KEDC.ORG](mailto:JOBS@KEDC.ORG)**