



T U L S A

PUBLIC SCHOOLS

**Job Title:** Zone Manager

**Department:** Plant Operation  
**Reports To:** Plant Operation Manager  
**Grade:** BL-04  
**Number of Days:** 12 Months  
**Security Access:** All Facilities  
**Current Date:** April 22, 2013  
**Overtime Status:** Exempt

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**Job Objectives:** Supervise custodians, meet with school administrators, maintain supply & budget reports and report maintenance & grounds concerns.

**Minimum Qualifications:**

- Computer skills (email, word & excel)
- Communication skills
- Management experience
- 3rd Class Engineers License
- Valid Oklahoma Drivers' 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 work day 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 remote 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 an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.