

Job Description

Title: General Manager for Support Services

Reports To: Chief Financial Officer

General Summary: Supports the District's educational program and services by directing and overseeing the Project Management, Purchasing, Distribution and Hazardous Materials operations within the Support Services organization. Ensures compliance with District policies and rules related to construction, special projects, purchasing, warehouse, distribution, surplus property and disposal, bulk and first class mail, and hazardous materials management. Coordinates fire prevention issues and compliance efforts, between the Fire Prevention Bureau of the Omaha Fire Department and building principals, maintenance managers and District administration. Serves as Facility Manager for the Support Services Center to ensure safe, appropriate and efficient use and care of the buildings, grounds, furnishings, equipment and other resources, for best utilization by all operations located at these facilities.

Essential Functions:

1. Direct, support and oversee the operations of the District's Project Managers, the project management program and all design, engineering and construction activities, including outsourced Construction Management Agency. (40%)

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Ten years of successful experience in construction project