

OPERATIONS MANAGER - FACILITIES

Cape Elizabeth School Department Job Description

OVERVIEW:

The Operations Manager supports the overall coordination and organization of the Facilities Department under the 'One Town Concept'. This position ensures Town and School operations run efficiently and effectively through strong leadership in project management, communication, scheduling, and budget oversight.

This is a high-visibility position requiring exceptional organization, adaptability, and composure. The Operations Manager thrives in a fast-paced environment with shifting priorities, demonstrating professionalism, accountability, and a solutions-oriented approach in all aspects of departmental operations.

QUALIFICATIONS:

Education:

- High school diploma required; Associate's or Bachelor's degree preferred.
- Must meet all state and district employment requirements, including maintaining a Maine Department of Education Criminal History Records Check (CHRC)

Special Knowledge/Skills:

- Strong organizational, communication, and leadership skills.
- Ability to coordinate multiple priorities, meet deadlines, and adapt to changing circumstances.
- Proven interpersonal skills for working effectively with employees, administrators, contractors, and the public.
- Skilled in project tracking, workflow organization, and maintaining departmental efficiency.
- Demonstrated initiative, professionalism, and sound judgment.

Experience:

- Background in operations management, logistics, project coordination, or public sector administration preferred.
- Experience with budgeting, scheduling, and administrative management.
- Proven success supporting leadership, guiding staff, and improving systems or processes.

Technology Requirements:

- Proficiency with Microsoft Office, Google Workspace, and management or scheduling software.
- Use of department-issued technology (e.g., smartphone, work order systems) is required for communication, scheduling, and operational tracking.

REPORTS TO:

Facilities Director

JOB GOAL

To assist in the effective and efficient operation of the Facilities Department by ensuring organized communication, clear workflows, and consistent support of Town and School operational priorities.

PERFORMANCE RESPONSIBILITIES:

- Coordinate and monitor departmental operations, ensuring clear communication, timely scheduling, and workflow organization.
- Assist in managing operational budgets, purchasing, and financial tracking in alignment with departmental goals.
- Support the planning and delivery of facility projects, maintenance programs, and service contracts.
- Serve as a central communication link between staff, administrators, vendors, and community partners.
- Maintain departmental records, correspondence, and documentation with accuracy and confidentiality.
- Promote teamwork, accountability, and a professional culture across the department.
- Contribute to long-term planning, process improvement, and implementation of operational initiatives.
- Respond effectively to changing priorities, emergencies, and requests for assistance.
- Represent the department with professionalism, discretion, and responsiveness.
- Perform additional related duties as assigned to support departmental success.

WORKING CONDITIONS:

Mental Demands: Ability to manage multiple priorities, analyze and organize information, and maintain composure in high-pressure situations.

Physical Demands: Frequent sitting, standing, and use of computer systems; occasional lifting of materials up to 30 pounds; periodic visits to facilities or project sites.

Environmental Conditions: Primarily office-based with occasional field or site work. Must be able to adapt to variable conditions and occasional urgent operational needs.

TERMS OF EMPLOYMENT:

- Full-time, year-round position.
- Occasional evening or weekend work may be required for projects, events, or emergencies.
- Compensation and benefits established in accordance with Town and School Department policies.

EVALUATION:

Performance will be evaluated annually by the Facilities Director based on leadership, communication, and effectiveness in supporting departmental operations and goals.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally, and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified. It shall not be interpreted as a detailed description of all work requirements that may be inherent in the role, either at present or in the future.

School Board Approved:

- June 20, 2012 (*originally Administrative Assistant to Director of Facilities and Transportation*)
- September 14, 2021
- December 9, 2025

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