



Job Description

Job Title: Plant Services Support Specialist

Position Code: new

Job Classification: Non-Exempt

Supervisors: Executive Director Plant Services

Pay Grade: 34

Contract Length: 245 Days

Job Summary

The Plant Services Office Manager will work closely with the Executive Director, Plant Services, and division budget analysts to ensure accuracy of current operational and capital project planning information. The Plant Services Office Manager will provide a wide variety of data tracking and analysis support for the Facilities Maintenance & Custodial operating budget, capital budget and tracking data using associated databases such as the ERP system, Energy Management system, City Capital improvement database and the division work order system. The Plant Services Office Manager will provide support in the development and updates of excel spreadsheets for various financial, operational, and capital initiatives. This position will provide support in tracking various planning metrics associated with the operation's functional teams and provide oversight for the Plant Services front office.

Essential Duties

1. Works closely with the Executive Director, Plant Services, and division budget analysts to ensure accuracy of current operational and capital project planning information.
2. Assists the Executive Director with oversight of other office clerical staff.
3. Provides a wide variety of data tracking and analysis support for the Facilities Maintenance & Custodial operating and capital budgets.
4. Maintains facilities and maintenance data using associated databases such as the ERP system, Energy Management system, City Capital improvement database and the division work order system.
5. Provides support in the development and updates of excel spreadsheets for various financial, operational, and capital initiatives.
6. Assists in the capture, analysis and manipulation of a variety of operational and capital improvement data for the purpose of maintaining the division's financial dashboards.
7. This position will provide support in tracking various planning metrics associated with the operation's functional teams.
8. Manages all aspects of energy usage, utility bills invoices and reporting for the division, which entails tracking and reporting on utility usage and cost for the school division.
9. Researches, summarizes and analyzes information; compiles data to prepare special and recurring reports.
10. Provides backup Operations department administrative support to ensure excellent customer service and timely submission of payroll data.
11. Performs other related duties as assigned.
12. Model's nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be provided to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a bachelor’s degree from an accredited four-year college or university in finance, accounting, business or public administration; 2 to 4 years of experience working with operations and/ or financial data; experience in performance measurement reporting work. Skilled in researching and compiling large amounts of data on which to base forecasts and projections experience with automated financial systems; experience using Microsoft Office Professional software. Demonstrated ability to use pivot tables and excel spreadsheet functionality to track and compile data for various financial, operational, and capital initiatives. Experienced preparing information to be communicated and distributed. Ability to understand and follow detailed work procedures; ability to perform mathematical computations with speed and accuracy. Must possess excellent organizational skills and the ability to manage details accurately.

Working Conditions & Physical Requirements

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 accommodation may be provided to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation’s may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Executive Director Plant Services

This job description in no way states or implies that these are the only duties to be performed by this employee Plant Services Support Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director of Plant Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approval: _____
Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date