

Operations Manager

The Tigerton School District is seeking an experienced, organized, and collaborative Operations Manager to oversee the district's buildings, grounds, maintenance, and transportation services. This position ensures that all district facilities and operations support a safe, clean, efficient, and positive learning environment for students and staff.

Responsibilities will Include:

Facilities & Maintenance

- Oversee the maintenance, repair, and improvement of all district buildings and grounds and ensures proper building security at all times.
- Develop and implement preventative maintenance programs.
- Coordinate with contractors, engineers, and architects for capital projects and renovations.
- Ensure compliance with building codes, safety regulations, and environmental standards.
- Manage facility use scheduling and energy efficiency initiatives.

Transportation

- Supervise district transportation operations, including bus routes, driver scheduling, and vehicle maintenance.
- Ensure compliance with state and federal transportation laws and safety standards.
- Oversee bus inspections, fleet management, and routing efficiency.
- Coordinate transportation services for special programs and student activities.

Leadership & Communication

- Supervise and evaluate department staff, including custodial and transportation staff.
- Foster a positive, team-oriented work environment focused on service and continuous improvement.
- Serve as a key member of the district leadership team, collaborating on district-wide planning and emergency response.
- Performs other duties as assigned.

Working Conditions

- Primarily on-site at district facilities; occasional evening or weekend work may be required for emergencies, weather events, or special projects.

- Requires the ability to inspect facilities and grounds, including climbing ladders, lifting moderate weights, and operating vehicles.

Terms of Employment

This is a 12-month, full time position; compensation to be determined based upon experience and qualifications.

Qualifications

- High School Diploma or equivalent; experience in related field preferred
- Physical exam and background check per Board policy/state law
- Ability to read basic operating instructions and write reports
- Demonstrated aptitude for successful completion of tasks assigned
- Ability to communicate effectively both in writing and speaking

Application Deadline: Posted Until Filled

Please submit a letter of interest and application/resume to Yvette Marshall, Superintendent, ymarshall@tigerton.k12.wi.us or mail to School District of Tigerton, Atten: Yvette Marshall, 213 Spaulding St, Tigerton, WI 54486, Applications are available at www.tigerton.k12.wi.us - click 'District' > 'Employment' > 'Support Staff Application'

The Tigerton School District does not discriminate on the basis of race, religion, creed, political affiliation, physical, mental, emotional, learning, or other disabilities, sex, sexual orientation, age, national origin, citizenship, marital or parental status, ancestry, color, arrest or conviction record, membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin, or any other reason prohibited by state or federal law.