

DIRECTOR OF OPERATIONS 2020-21 SCHOOL YEAR

FLSA Status	Exempt
Work Calendar	260
Salary	Commensurate with education and experience
Location	Central Office
Reports To	Assistant Superintendent – Chief Operations Officer

Essential Functions:

- Coordinates inspections, repairs and improvements for the district’s facilities and grounds in order to maintain healthy and safe environments for students, staff and the community
- Develop and administer a preventative maintenance program for HVAC equipment and other equipment throughout the district
- Share the planning of facility construction and improvement projects in cooperation with other administrators, architects, engineers and contractors
- Supervise custodial, building maintenance and grounds maintenance departments
- Plan and direct all aspects of student transportation
- Work with building administrators to ensure a clean and safe environment for students
- Develop and implement a capital projects repair and replacement plan
- Develop and administer the district’s snow removal plan
- Coordinate and implement a staffing plan for the Facilities Department that includes training and human resource development
- Develop and implement a vehicle and equipment maintenance/replacement plan
- Oversee facility usage for the district
- Prepare and administer the budget for maintenance, grounds, custodial and transportation
- Implement energy savings measures for the district
- Supervise work performed by outside contractors
- Attend district meetings, including committee meetings and board meetings as needed
- Assume other duties as assigned

Qualifications:

- Five (5) years of facility maintenance experience preferred
- Degree in a facility related field or engineering preferred
- Experience analyzing problems and developing action plans
- Positive interpersonal skills to work professionally with staff and have experience establishing effective and collaborative relationships with community members and other agencies