

## **OPERATIONS DIRECTOR**

**REPORTS TO:** Assistant Superintendent for Business Services

**SUMMARY:** Responsible for the efficient and effective management of support services provided to the school district in the areas of plant operations, buildings and grounds maintenance, student transportation, utilities distribution, divisional staffing, safety and security, energy conservation, labor relations, facility planning, engineering, facility construction, recreational facility use, environmental issues, co-operative relationships with local agencies and other duties as assigned.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. **Operations:** Direct the development, implementation and supervision of programs for the efficient operation of all school district buildings and grounds, their security/safety systems, cleanliness and sanitation. Develop quality standards for cleanliness and facility appearance for all District facilities, and implement written housekeeping standards, staff training and appropriate supervision. Conduct periodic inspections of facilities to ensure that these objectives are being fulfilled. Maintain efficiency of work force and analyze cost reduction strategies.
2. **Maintenance:** Direct the development, implementation and supervision of regular and preventive maintenance programs for all facilities, mechanical and electrical systems, utility systems, and grounds. Develop an annual priority list for regular and deferred maintenance, repairs and replacement projects for all facilities including capital equipment, roofs, paving, capital improvements, painting, and athletic fields, etc. Provide direction for the energy management program and maintenance of records for regular evaluation.
3. **Project Engineering:** Direct the development of conceptual planning, schematic design, design development, contract documents, bidding and awarding, and construction monitoring related to building and site projects, capital outlay, major and deferred maintenance, and bonding program. Participate in the selection and monitor the performance of architects, consulting engineers, and contractors in the performance of their duties.
4. **Transportation:** Direct the development, implementation and supervision of the student transportation system for regular and special education students, and co-curricular activities. Provide direction for bus route planning and implementation, budget assessment and monitoring, assessment of road conditions during inclement weather, equipment management, and garage operations.
5. **Department Personnel:** Direct the process for recruitment, selection, training, monitoring and retention, of all departmental personnel; the organization of programs for training and administration of personnel policies and contractual agreements as related to department personnel.
6. **Use of Building Facilities:** Direct the process of issuing of building and field reservation permits and use, in conjunction with principals' offices and community recreational organizations, for the use of school facilities after normal school operating hours and days when schools are not in session. Responsible for regulations governing use of buildings and equipment, technical and custodial staffing for users, maintaining a record of the data, and invoicing. Research and implement additional revenue opportunities with vacant facilities.
7. **Budget:** Prepare complete departmental budget for plant operation and maintenance, capital additions, replacements, building and site projects, and transportation operations. Control costs as budgeted and report variances.

8. Board Policy and Regulation: Recommends and enforces district policies, regulations and divisional procedures while maintaining cooperative relationships with all district organizations and community members, and stakeholders.
9. Environmental Regulations: Direct the implementation of all processes, record keeping, training and services required to meet the promulgated State and Federal rules, regulations and laws pertaining to all environmental issues.
10. Utility Management: Monitor, regulate, purchase and assess all programs associated with the district's use of natural gas, electricity and water.
11. Community Recreational Programs: Assist all community recreational programs to ensure adequate space and needed services are provided.

**QUALIFICATIONS:**

1. An engineering related degree preferred.
2. Three years experience in facilities department management, including custodial, maintenance, and grounds operations.
3. Working knowledge of computers.