



Positions: DIRECTOR OF OPERATIONS & MAINTENANCE

Location: Operation & Maintenance

Salary: Commensurate with Experience and Education

Reports To: Superintendent

QUALIFICATIONS:

- A bachelor's degree required, masters' degree preferred in the field of architecture, engineering or facilities management.
- Five (5) years of supervisory experience preferred.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
- Required, following State Certifications under AHERA:
 - ☐ Asbestos Management Planner
 - ☐ Asbestos Supervisor
 - ☐ Asbestos Inspector
- Must be able to acquire the above by attending the next available courses as conducted through the MSBO, and must maintain the above certifications throughout employment.

REPORTS TO: Superintendent

SUPERVISES: Operation and Maintenance personnel, Administrative Assistant, Outside contractors.

JOB GOAL: Maintain the building and grounds of the District in the manner necessary to provide a safe, clean learning environment.

ASSIGNED RESPONSIBILITIES:

1. Reviews all maintenance requests from building principals, sets priorities, schedules and supervises maintenance personnel.
2. Arranges for boiler inspections to meet State codes.
3. Submits for approval purchase orders and requests for needed job materials and parts.
4. Schedules and supervises outside contractors for emergency maintenance and jobs beyond the scope of the District's maintenance personnel.
5. Schedules and supervises painter and submits for approval purchase of materials for regular painting during school year.
6. Administers grounds-keeping schedules.
7. Arranges for striping and preparation of athletic fields.
8. Reviews all Building Use Forms for assignment of personnel and approval of overtime work in conjunction with Operations Supervisor, where applicable.
9. Conducts a comprehensive and detailed cost analysis program of departmental expenditures as a basis governing annual forecast of expenditure requirement.

10. Provides for a continuing program of staff training and personnel development.
11. Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and local contract work.
12. Maintains a coordinated inventory control program for all areas of the department and coordinates all purchase requirements.
13. Makes recommendations for the determination of rent-or-buy decisions and optimum timing of replacements for vehicles and equipment assigned to the department.
14. Assists in the recruitment, assignment, transfer, promotion, demotion, or dismissal of maintenance personnel.
15. Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety (including fire safety) and security are maintained.
16. Organizes and implements a program of preventative maintenance.
17. Schedules and supervises snow removal crews.
18. Designated Person (by Board Action), under the AHERA Program, responsible for District wide compliance with all asbestos laws under this designation.
19. Maintains all district-owned equipment and develops plans for preventive maintenance
20. Prepares and administers the Operations & Maintenance budget.
21. Authorizes purchases in accordance with budgetary limitations and district rules.
22. Maintains safety standards in conformance with State and insurance regulations and develops a program of preventive safety.
23. Completes and dispatches insurance reports.
24. Submits all reports required by State authorities.
25. Advises Superintendent on road hazards for decision on school closing during inclement weather.
26. Formulates the specifications to be incorporated in negotiated contractual agreements.
27. Formulates the specifications for purchase of vehicles and other equipment.
28. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign.

TERMS OF EMPLOYMENT: Twelve (12) months a year. Contract terms and salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually by the Superintendent.

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit into the job expectations.

Essential Functions of the job as per the Americans with Disability Act (ADA)

FRASER PUBLIC SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, AGE, HEIGHT, WEIGHT, RELIGION, MARITAL STATUS, OR DISABILITY IN ITS PROGRAMS AND ACTIVITIES. THE FOLLOWING PERSON HAS BEEN DESIGNATED TO HANDLE INQUIRIES REGARDING THE NONDISCRIMINATION POLICIES: DIRECTOR OF HUMAN RESOURCES, 33466 GARFIELD, FRASER, MI 48026 (586) 439.7000.

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