Ravenna Public Schools

Administration Offices
12322A Stafford Street ♦ Ravenna, MI ♦ 49451
Telephone: (231) 853-2231 ♦ Fax: (231) 853-2193 ♦ www.ravennaschools.org

POSTING

Position: Director of Operations: Facilities/Maintenance

The Director of Operations has responsibility for the maintenance and custodial staff; facility management including buildings, groundskeeping, site direction and capital needs requirements.

Duties and Responsibilities

● Assists Principal’s and Athletic Director with management of facilities/events.
● Directs, manages, and provides oversight for facility maintenance and custodial staff.
● Evaluates effectiveness of current design and equipment of buildings and initiates improvements and/or renovations based upon analysis of cost effectiveness and presents proposals for major changes.
● Manages the General Maintenance Funds including the planning and execution of projects.
● Manages preventative maintenance functions for all facility equipment.
● Plans, budgets and schedules facility modifications including estimates on equipment, labor materials, and other related costs.
● Interfaces with architects, engineers, skilled trades’ personnel and outside suppliers on a regular basis.
● Administers all operations in compliance with OSHA, ADA, and other specified legal requirements.
● Works with union personnel and administers local labor contracts.
● Words with a diversity of contractors including carpenters, electricians, plumbers, painters, glaziers, and HVAC staff.
● Responsible for safety and security of buildings/sites, including equipment upgrades, safety drills, and adherence to compliance and state reporting.
● Support to the transportation department.
● Performs special assignments as directed by the Superintendent, directly reports to the Superintendent.

Education and Experience

● This position requires knowledge equivalent to that which normally would be acquired through the completion of a four-year college degree program such as a Bachelor’s of Facilities Management or Business Administration.
● A minimum of five to seven years of progressively more responsible or expansive experience, including three to five years of supervisory responsibility, is required.
● Management experience in a public school system is preferred.

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Qualifications
- Ability to perform highly complex and technical tasks.
- Ability to function in a fast paced environment.
- Knowledge of school systems’s building codes and applicable local and state policies and regulations.
- Ability to communicate with community, school administrators and school administration.
- Strong leadership skills including written verbal communication skills, financial management and budget and people management.

To Apply: ravennapublicschools.org/OurDistrict/RPSJobOpportunities
Deadline: March 13, 2020/Until Filled
Compensation: Salary commensurate with experience, education, licenses, and certification
Posted: March 2, 2020

It is the policy of the Board that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, disability, or English speaking ability, shall be discriminated against, excluded from, participation in, be denied the benefits of, or be otherwise subjected to discrimination under any federally funded program or activity for which the Board is responsible or for which it receives federal financial assistance from the Department of Health, Education, and Welfare.

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