**Director of Operations**

Oversees the maintenance and cleaning of all buildings and grounds for the Okemos Public Schools. Ensures that the District’s buildings and grounds are safe, clean, attractive and fully functional. Responsible for the day-to-day supervision of all custodial, maintenance, grounds, delivery, and printshop personnel.

**Qualifications:**
- Associates Degree Required/Bachelor’s Degree Preferred
- Advanced Training in Building Operations and Maintenance Desired
- Previous experience in Custodial/Maintenance Operations Required
- Supervisory Experience Preferred.

**Responsibilities Include But Are Not Limited To:**
- Provide operational knowledge for district strategy regarding facilities.
- Inspects all school buildings and grounds on a regular basis to ensure that a high standard of workmanship, cleanliness, safety and security is maintained. Conduct safety inspections, accident investigations and training programs.
- Establishes and administers work schedules and procedures for the regular ongoing care and maintenance of all buildings and grounds. Use of an electronic work order system.
- Determines and initiates the proper action to effectively and expeditiously complete needed repairs.
- Schedules and maintains preventative maintenance programs.
- Develop and monitor Capital Improvement projects, including preparing specifications and cost estimates of proposed work. Develop and solicit bids for projects using the State website. Develops an annual priority list of maintenance for all buildings.
- Manages and oversees the district's electronic Energy Management System with the overall goal of continually reducing energy consumption.
- Analyzes needs and makes recommendations for procurement of materials and supplies. Monitors storage, distribution and accounting of all materials and supplies.
- Plans and directs the work of all custodial, maintenance, grounds, and delivery personnel involved in cleaning and maintaining district buildings and grounds.
- Assist and manage the electronic security system comprising doors, locks, and cameras.
- Maintains records and monitors plans related to ADA, asbestos (AHERA), Right-to-know, and other OSHA/MIOSHA standards, rules and regulations.
- Manages the Stormwater plan for the district in compliance with EPA/DEQ. Will need to be a certified Stormwater Manager by the State of Michigan.
- Support and/or participate in special projects as necessary.
- All other duties as assigned.

Reports to: Superintendent  
Location: Central Office Administration Building  
Minimum Salary: $93,000 - $105,000 commensurate with experience

Send a letter of interest and resume to:

Susan Williams, Human Resource Specialist at susan.williams@okemosk12.net  
Applications accepted until filled.