Job Description **Non-Certified Staff**
Pending Board Approval

Position	Director of Operations
Recommended/Evaluated By	Superintendent of Schools
Supervises	Facilities/Maintenance and Custodial Personnel
Salary/Days/Benefits	Determined by the Board-Commensurate with Experience

Overview

The **Director of Operations** is a key leadership position responsible for overseeing all non-instructional, operational aspects of the K-12 School District, ensuring facilities are safe, well-maintained, and supportive of the educational mission. This role manages **Facilities, Maintenance, Custodial Services, Grounds, Safety, and aspects of Transportation**.

Key Information

Work Details	12-month position. Full-time, Salaried. Minimum of 40 hours per week. Flexible hours may be required to oversee second/third shifts, events, and emergency response. Report times will fluctuate based upon circumstances and seasons.
Availability	**On-call 24/7** for emergencies impacting facilities, safety, or security.
Salary/Benefits	Commensurate with experience, a range of $63,000-$75,000 is expected. As per the Handbook for Non-Certified Staff. Includes comprehensive benefits (Health/Vision/Dental Insurance, Public Pension, Paid Holidays, Paid Time Off, Life Insurance).

Education and Experience

- Minimum of a high school diploma.
- (5) years of progressively responsible experience in facilities management, operations, or a related field, and (3) years in a supervisory or managerial role is preferred, but not required.
- Experience in a **K-12 or similar public institutional environment** is highly desirable.
- Demonstrated knowledge of building codes, safety regulations, and environmental compliance standards.

Licenses and Certifications (Preferred/Required Upon Hire)

- Valid State Driver's License is **required**.
- A valid CDL with a Bus Driving Permit is **preferred**.
- Relevant certifications (Pesticide Applicator License, etc.) and deep knowledge of a specific trade or trades (HVAC, Electrical, Plumbing) is highly desirable.

- **Leadership and Management:** Proven ability to lead, mentor, train, and evaluate staff. Strong human relations, communication, and conflict resolution skills.
- **Financial Acumen:** Ability to develop, justify, and manage expenses within the corporation budget (Maintenance, Utilities, Capital Projects, Supplies).
- **Technical Expertise:** Comprehensive understanding of building systems, including HVAC, electrical, plumbing, structural components, grounds management, and security systems.
- **Technology Proficiency:** Proficient or able to become proficient in Building Control Software (HVAC etc.), and general office productivity software (e.g., Google Suite, Microsoft Office).
- **Safety and Compliance:** Knowledge of local, state, and federal regulations regarding school facility safety, emergency preparedness, and ADA compliance.

Essential Functions

1. Operations and Facilities Management

- **Strategic Planning:** Maintain a proactive approach in the adherence to corporation comprehensive short and long-range plans. Determine a **Preventative Maintenance Program** for all District buildings, grounds, and equipment. Keeps accurate records.
- **Maintenance & Repair:** Direct the overall maintenance operations, ensuring that all facilities and grounds are maintained in a safe, attractive, and orderly condition. This includes oversight of electrical, plumbing, HVAC, fire safety, carpentry, painting, finish work, and all mechanical systems. Conducts periodic inspections.
- **HVAC Oversight:** Supervise the operation and configuration of Building Management Systems (BMS) to ensure efficient, cost-effective energy use and proper climate control across all facilities. Coordinate annual inspections and compliance for complex systems.
- **Custodial Services:** Direct the management of custodial staff, including scheduling, training, supply inventory management, and ensuring high standards of cleanliness for routine and event-related cleaning. The Director will assist in unloading trucks and distributing supplies, participate in floor-stripping/waxing, carpet cleaning, etc. Organizes in-service trainings.
- **Grounds Management:** Oversee the maintenance and appearance of all outside grounds, athletic fields, sidewalks, and parking lots, including snow removal and landscaping. The Director will work closely with Athletic Directors to adhere to requirements associated with a comprehensive K-12 athletic program. Coordinates with outside vendors/contracts through building improvements, and renovations.

The Director will be expected to perform duties independently and alongside custodial and maintenance staff as necessary.

2. Personnel Management and Supervision

- **Staff Leadership:** Directly supervise and manage the performance of all maintenance, custodial, and related operational supervisory staff. This includes hiring, training, scheduling, monitoring work performance, and conducting formal evaluations.
- **Skill Development:** Identify training needs and provide or coordinate training for staff in areas such as safety, new equipment operation, and compliance.
- **Labor Relations:** Collaborate with Human Resources and the Superintendent to manage labor relations, implement disciplinary actions, and address personnel issues.

3. Financial and Procurement Management

- **Budget Development:** Collaborate with the Corporation Business Manager and the Superintendent to responsibly enact practices consistent with efficient and proficeince budgeting practices.
- **Procurement:** Follow assigned work flows for all operational supplies, equipment, vehicles, and services. Develop and maintain contacts with service providers, contractors, and vendors, ensuring compliance with District bidding and purchasing policies. Manage contracts for large-scale services (e.g., Pest Control, specialized maintenance).

4. Safety, Security, and Compliance

- **Safety Assurance:** Serve as the District's primary operational leader for safety. Ensure that all building, playground, equipment, and facility safety requirements are met. Conduct periodic inspections to correct damages and hazards.
- **Emergency Response:** Lead the operational response to all facility-related emergencies (e.g., weather events, mechanical failures, security incidents), including being **on-call 24/7**.
- **Security Access:** Oversee the management of key, lock, and security access control systems for the corporation.
- **Regulatory Compliance:** Ensure District compliance with all applicable building codes, fire safety standards, OSHA regulations, and environmental health requirements. Manage specialized compliance programs (e.g., Backflow Preventors/Cross-Connection Device annual inspection certification).

5. Equipment and Vehicle Management

- **Fleet Maintenance:** Except for corporation buses, oversee the maintenance, servicing, and general repair of all district-owned equipment and vehicles (including lawnmowers, snow blowers, etc.).
- **Inventory Control:** Maintain and organize the inventory of tools, equipment, supplies, and maintenance shop/storage areas.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

- **Mobility:** Ability to walk and move throughout a multi-building district, ascend/descend ladders, crawl/work in tight areas (e.g., tunnels, crawl spaces), and work from lifts.
- **Strength and Stamina:** Ability to frequently lift, carry, push, or pull up to **50 pounds** and occasionally up to **75 pounds** (with assistance as needed). Ability to stand for prolonged periods, stoop, kneel, and crouch to perform inspections and supervise work.
- **Environmental Tolerance:** Ability to tolerate work outside in various weather conditions to monitor grounds and maintenance work.
- **Senses:** Must possess close vision and distance vision, the capacity to adjust focus, and the ability to hear and speak clearly to communicate effectively in various environments.
- **Mental Acuity:** Ability to handle and balance multiple demands, problem-solve complex facility issues, and maintain composure during emergencies.

Duties and Responsibilities

1. Assumes responsibility for screening, interviewing, and recommending to the Superintendent the employment of all maintenance and custodial staff.
2. Assists new employees in understanding their responsibilities and safety requirements.
3. Schedules, organizes, and conducts meetings with staff.
4. Communicates with drivers, parents, and administrators regarding student behavior, discipline, or concerns that occur on school buses.
5. Assists the superintendent in monitoring road conditions due to fog, ice, snow, flood, or other weather related circumstances.
6. Strives to stay up to date on information and tasks relevant to a highly effective school-wide facilities/grounds/maintenance program.
7. Requisitions supplies and equipment based upon justified needs in accordance with the guidelines established by the Superintendent.
8. Maintains a high degree of confidentiality.
9. Maintains professional appearance while serving as administrator and/or supervisor.
10. Ensures own regular and prompt attendance.
11. Effectively completes regular and other job performance criteria or job duties as assigned.
12. Promotes good public relations for the school district and community.
13. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the Corporation.
14. Creates expectations for staff regarding safety, consistency in student rules, timeliness, and parent communications.
15. May be required to drive routes or ECAs in the absence of another fully licenced driver.
16. **Performs such other tasks and assumes such other duties and responsibilities as the Superintendent may assign.**

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

LANGUAGE SKILLS: Ability to read and analyze, and interpret educational periodicals and professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and administrative procedures. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with abstract or concrete variables.

OTHER SKILLS and ABILITIES: Must be able to speak to groups of people. Must be able to transport between school buildings, districts and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.