



Job Description

Director of Operations

Employment Status: Full-Time

FLSA Status: Exempt

Calendar: 260 Days

Experience Required: Prior successful management experience in the area of custodial, maintenance or fields and grounds preferred and 3-5 years of prior experience in the area of custodial, maintenance, or fields and grounds required.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Maintenance/Custodians.

Direct Supervisor: Assistant Superintendent.

Primary Work Location: Office setting.

Certification: None.

Job Summary: Lead the overall day to day management of district operations including fields and grounds, maintenance, and custodial services. Make specific plans for continuous improvement and strive to ensure all areas of operations work to best support the overall mission and vision of the school district.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Supervise department functions including hiring/termination recommendations.
- Supervise snow removal operations, equipment operations, and ensure that the department functions in a safe and efficient manner.
- Coordinate daily schedules for groundwater conservation, mowing schedules, snow removal schedule, and training of new personnel.
- Coordinate with district personnel custodial services and/or programs.
- Evaluate district property each year to determine improvements needed; inspect district playgrounds and landscape areas including fencing, concrete/masonry, parking lots, and field markings.
- Manage programs for sports fields and common grounds for safety and regulatory standards.
- Monitor fund balances of assigned programs and related financial activity to ensure that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Oversee contractors doing work in the district.
- Prepare and maintain all required written documentation.
- Procure equipment, supplies, and materials needed to complete jobs efficiently.
- Recommend policies and procedures to help the district meet its goals and objectives.
- Respond to emergencies 24 hours a day and oversee appropriate actions required to resolve situation.
- Collaborate and communicate with District Safety Officers on a regular basis to provide information and facilitate communication.
- Review plans, specifications and cost estimates, and advise school organizations on purchases of landscape material, equipment, fencing, and playground equipment.



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- Ensure that custodial equipment is available and in good working order.
- Facilitate monthly Head Custodian meeting and attend district meetings to identify appropriate actions, develop recommendations, support other staff, and serve as a District representative.
- Oversee the tracking of absences and assign substitute custodians maximize the efficiency of the work force.
- Manage the building visitors and sign in management system and ensure visitors are screened and authorized to enter the building.
- Perform related work as required.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Methods, principles, and practices of grounds and maintenance.
- District's functions and its relationships with local government and the community.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

- Strong written and oral communications and relational skills.
- Interpersonal and organizational skills are required.
- Operate a variety of office equipment, including computer, printer, calculator, and copier.

Abilities

- Work independently under broad organizational guidelines to achieve unit objectives.
- Supervise the use of funds.
- Effectively welcome and embrace differences among employees and citizens.
- Must be able to successfully complete a background investigation.
- Must be able to work a flexible schedule as needed.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Must be able to successfully complete an intense background investigation.

Signatures / Date

Effective Date:



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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date