

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT
JOB DESCRIPTION

Job Title: Classified - Director of Operations
Reports To: Superintendent of Schools Classification: At-Will-Employee
Approved By: Board of Education Approval Date: July 6, 2021

QUALIFICATIONS:

The employee has a 40-hour workweek with occasional required overtime and must be able to respond to emergencies on a 24-hour basis. The employee must be able to lift 50 pounds. A Commercial Driver's License (CDL) with school bus and air brake endorsement is required for the position. The Director of Operations shall hold a valid state CDL driver's license with proper certification to operate a school bus with air brakes or within 120 days of hire secure such licensure. Thereafter, certification shall be maintained to operate a school bus. The Director shall receive and maintain State Pesticide License within 120 days of hire and record all pesticide use. The employee shall have a high school diploma or general education degree (GED) plus vocational training or two years of experience and/or training; or the equivalent combination and experience. Employees are expected to be proficient in their responsibilities and provide leadership to others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the supervision and evaluation of all maintenance staff, custodial supervisor, and school bus drivers.
2. Responsible for the approval of maintenance staff work schedules and scope of work.
3. Responsible for monitoring maintenance supply inventory.
4. Consider requests for the purchase of maintenance supplies, forward requisitions, and submit quotes for supplies and equipment.
5. The Director of Operations assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district.
6. Inspects buildings and grounds regularly (minimum = biweekly) to determine that all fire standards are met, high standards of workmanship, cleanliness, safety, and security are maintained, concerns are documented, and plan of action is in place to resolve deficiencies.
7. Performs preventive maintenance procedures on building mechanical equipment on a scheduled basis; inspects belts check fluid levels, replaces filters, greases bearings, seals, etc.; repairs or replaces broken parts.
8. The Director of Operations shall perform both minor and major repair of all buildings and equipment. (Major repairs are completed after consultation with the Superintendent.)

9. Completes daily, weekly, and monthly checklists on building equipment maintenance procedures and maintains records of scheduled maintenance procedures.
10. Operates a computer that controls and monitors mechanical equipment and utility systems.
11. Installs electrical wiring and equipment; may install computer cable; replaces and repairs wiring as needed.
12. The Director of Operations oversees the operation and repair of all heating and cooling systems in the corporation.
13. Reviews and when appropriate, makes recommendations regarding the repair and replacement of equipment in all buildings.
14. Oversees all groundwork, which includes athletic field preparation, cutting grass and shrubs, removing snow/ice from parking areas and sidewalks, and maintaining a neat and attractive overall appearance of all grounds.
15. When requested, supervises and inspects the improvement and renovation work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing final payment.
16. Assigns and/or completes work orders, inspects and assists maintenance staff in the daily work schedule.
17. The Director of Operations coordinates work and vacation schedules of maintenance personnel.
18. Works to achieve a school district that meets all of the requirements mandated by IOSHA and AHERA.
19. Works cooperatively with school principals to provide a safe and comfortable environment for school children and staff.
20. When necessary, organizes and implements an orientation program regarding proper and safe operation and maintenance of school equipment and facilities.
21. The Director of Operations keeps abreast of the latest trends, developments, and products in areas of responsibilities.
22. The Director of Operations assumes the duties as the Indoor Air Quality Coordinator and as the designated person for AHERA.
23. The Director of Operations meets regularly with building principals and the Superintendent.

24. Ensures that a maintenance staff person is available within the building or could be onsite within 10 minutes on days when school children are present and/or notifies building principals and Superintendent's office when such measures cannot be maintained.
25. Assist with transportation problems as needs arise.
26. Oversees vehicle preventative maintenance programs and activities to ensure school vehicles are maintained in a safe and effective operating condition.
27. The Director of Operations responds to emergencies during and after standard hours.
28. Ensures school buses are operational and meet Indiana State Police criteria to be in-service.
29. The Director of Operations maintains sprinkler systems on the athletic fields.
30. Inspects playground and playground equipment monthly to ensure it is in proper safe operational condition and takes equipment out of service if it becomes a hazard.
31. Maintains state pesticide license and records pesticide use on campus.
32. The Director of Operations shall perform other duties, as assigned by the Superintendent, or out of necessity to fulfill the requirements of the position.