

**DIRECTOR OF SCHOOL FACILITIES AND OPERATIONS**

The Director of School Facilities and Operations shall be the head of the Department of School Facilities and Operations, and, as such, he shall, under the direction of the Superintendent of Schools, possess the following powers and discharge the following duties:

1. He shall have general supervision over the physical plant of the School District and shall be responsible for the efficient and economical care, operation, and maintenance thereof, consonant with the safety and health of pupils, teachers, and others lawfully entering or using the premises.
2. He shall have charge of, and shall be responsible for, all repairs, alterations, and improvements made to school buildings and grounds by employees of the School District, and shall observe and inspect on behalf of the School District all such repairs, alterations, and improvements made by independent contractors.
3. He shall collaborate with Building Principals to determine capital improvement and maintenance priorities for each building.
4. He shall work with the District Architect in planning and overseeing all building projects, including the bidding process.
5. He shall direct the work of all custodial, maintenance, and grounds employees.
6. He shall annually prepare a proposed budget for the building and grounds operation and maintain records and analyze previous year's expenditures.
7. He shall estimate all capital projects by securing at least three quotes prior to development of proposed expenditures.
8. He shall recommend to the Superintendent of Schools the purchase of such maintenance supplies as he will deem necessary.
9. He shall determine and authorize staff training to ensure continued improvement and upgrading of skills by all department members.
10. He shall oversee the use of facilities by outside organizations and authorize usage of those groups who meet the criteria established by Board Policy #7400, "General Regulations Governing Use of Buildings and Property".
11. He shall make such reports and have such further powers and duties as may from time to time be requested by the Board of Education and/or the Superintendent of Schools.