SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: DIRECTOR OF OPERATIONS

JOB GOAL:
To develop, adjust, and implement best practice for the daily operations of buildings, grounds, transportation, and capital projects.

PERFORMANCE RESPONSIBILITIES:
1. Direct the Supervisor of Buildings and Grounds in providing for the safe and effective maintenance and cleaning of all school facilities and sites.
2. Prioritize work orders for Supervisor of Building and Grounds and maintenance foreman.
3. Assure consistency in cleaning, maintenance, and building operations at all Southington Public Schools facilities.
4. Responsible for the completion and monitoring of all building and construction related grants and projects.
5. Supervise school district's transportation system.
6. Represent the school system for all school construction matters, including the completion and filing of all state forms and reports.
7. Serve as Chairperson for the district's Safety Committee.
8. Serve on the Director of Health's Emergency Preparedness Committee, the Southington Energy Committee, and the Education Capital Bonding Committee.
9. Develop, implement, and monitor security policies and practices and ensure compliance with local, state, and federal safety regulations.
10. Oversee all aspects of building use and rentals.
11. Responsible for the district-wide telecommunication system.
12. Responsible for the district's facility operational budget.
13. Create, prioritize, and manage the district's Five Year Capital Plan.
14. Assume other related functions and responsibilities as they may be assigned by the Superintendent of Schools.

SUPERVISES:
1. Supervisor of Buildings and Grounds.
2. Shares oversight of all maintenance personnel with Building and Grounds Supervisor.
3. Supervises transportation office secretary.
4. Shares oversight of all custodial and cleaning contractors with building principals.

REPORTS TO:
Superintendent of Schools

QUALIFICATIONS:
1. Possess a bachelor's degree from an accredited college or university.

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2. Demonstrated knowledge and experience in building operations management and/or construction fields.
3. Demonstrated knowledge and experience in computer applications in the business environment.
4. Demonstrated ability to communicate effectively both orally and in writing.
5. Any alternatives to the above that the Board of Education may find appropriate and acceptable.

TERMS OF EMPLOYMENT:
Two hundred twenty-five (225) day work year with salary, benefits, and working conditions established by the Board of Education. An employee contract may be offered at the discretion of the Board of Education.

EVALUATION:
Performance to be evaluated annually by the Superintendent of Schools.

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