

DIRECTOR OF OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the efficient operation and management of facilities and grounds of a school district. Responsibilities include managing operations and maintenance of systems such as heating, ventilation, air conditioning, and lighting, as well as grounds maintenance including improvements, upkeep and repairs. Duties also include participation in maintenance and scheduling activities, as well as assisting with budget preparation and purchasing. Additional responsibilities relating to school district transportation operations. Work is performed in accordance with established policy under general supervision with leeway permitted for the exercise of independent judgment. Supervision is exercised over building, custodial, maintenance or other assigned staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs and supervises assigned staff in the safe and efficient maintenance and operation of school district buildings and grounds;

Participates in the selection, training and development of subordinate staff;

Develops, schedules and manages a preventive maintenance program to ensure safe operating conditions in buildings, grounds and related equipment;

Makes periodic inspections of buildings and grounds, especially heating plants and special hazard equipment;

Identifies and addresses and/or reports mechanical and structural deficiencies and/or needed repairs or replacements;

Investigates, addresses and/or reports on damage to buildings with recommendations for repair and prevention;

Confers with school administrators on maintenance, repair, and operational needs;

Participates with other management personnel and Board of Education in the planning of new construction and major repair work;

Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;

Inspects and prepares reports on the work of outside contractors and recommends acceptance or rejection;

Represents the school superintendent and/or Board of Education in planning sessions with engineers and architects for proposed facility alterations, as assigned;

Enforces staff compliance with requirements of applicable laws, rules, regulations and policies, and reports improper conduct of employees to higher level supervisory staff;

Assists in the preparation of maintenance and operation budgets and justifications;

Maintains records of time and material expended, supplies, inventory and projections of workload;

Directs snow and ice control activities, tree and decorative planting and pruning and athletic field maintenance;

DIRECTOR OF OPERATIONS (cont'd)

Receives and acts to resolve complaints from district staff and/or the public regarding school facilities, property issues;

May have responsibility for overseeing transportation operations, including supervising budget maintenance, expenditures, bus routes, etc.

Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of building maintenance and operation activities in a multiple structure system; thorough knowledge of heating plant and air conditioning operations and safety precautions; thorough knowledge of the principles and practices of coordinating maintenance and custodial staff and materials; thorough knowledge of building maintenance trades and operations; good knowledge of construction drafting, blueprints and specifications; ability to understand, inspect and remedy defects in the maintenance and operation of buildings and equipment; ability to plan, organize, coordinate, train and supervise a staff having diverse skills in heating, plumbing, electrical, air conditioning, carpentry, painting, other trades and grounds maintenance personnel; ability to establish and maintain effective working relationships; ability to provide leadership and guidance to subordinates; ability to inspect and evaluate the work of others; ability to communicate effectively, both orally and in writing; ability to prepare reports, and budget/work estimates; mechanical aptitude; dependability; initiative; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors Degree in engineering or a related field and one (1) year of full-time paid experience which involved supervision of building, custodial and/or maintenance personnel; or
- b) Associates Degree in engineering or a related field and three (3) years of full-time paid experience which involved supervision of building, custodial and/or maintenance personnel; or
- c) Graduation from high school or possession of a comparable diploma and six (6) years of building maintenance experience of which three years shall have been full-time paid experience involving supervision of building, custodial and/or maintenance personnel; or
- d) An equivalent combination of training and experience as described in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Completion of an approved asbestos training course and possession of a certificate issued by the New York State Department of Labor Division of Safety and Health within a reasonable period following appointment.