



Job Title: **Operations Director**

Job Family: Non-Certified

Pay Program: Administrative

Job Code:

Typical Work Year: 12 Month Position

Reports to: Superintendent

SUMMARY: Responsible for planning, construction renovation and maintenance of district facilities. Provide leadership, guidance, direction, coordination and administrative services among and between these areas. Oversees the operations of new construction, renovations, facility utilization, and maintenance. Works in conjunction with the Superintendent on intergovernmental agreements (IGA), property management and long range planning. Has responsibility for creating and administering building funds, capital reserve funds and department operating budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of time
1. Responsible for and provides leadership, direction, guidance, coordination, supervision, and administration for district facility operations including new construction, renovations, planning, design, maintenance, custodial and energy. Responsible for ensuring compliance with Board of Education operating limitations. Ensures proper, accurate, and timely data collection for reporting on BOE policy end statements.	Daily	40%
2. Responsible for approval of budgets for facility planning, construction, design, maintenance, custodial, energy, admissions and property management departments.	Monthly	20%
3. Responsible for, participates in, coordinates and provides leadership to the development of the district's long-range facility planning and utilization. Collaborates with the district's facility planning team and Superintendent for the acquisition and sale of real estate. Develops, mentors, and provides leadership for collaborative work teams to address all facility related issues.	Monthly	15%
4. Responsible for, evaluates, recommends and implements appropriate staffing levels for each department. Provides or ensures through direct reports, timely, accurate and appropriate evaluation and feedback of staff performance in accordance with District guidelines.	Monthly	5%
5. Perform technical review of contract documents and coordinate the review by District personnel and building officials to ensure compliance with applicable codes and educational and technical specifications; ensures that consultant incorporates review comments in final bidding documents. Assist in the review and analysis of bids for construction projects. Research and evaluate materials, projects/procedures related to design and construction; recommend improvements to facility design standards.	Monthly	5%
6. Provide for administration of the Plant and Equipment Levy projects constructed by outside contractors.	Monthly	5%
7. Perform other duties as assigned.	Ongoing	10%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Experience as a school administrator preferred
- Minimum of seven years management and administration experience in planning, construction, and facilities management, preferably with an education institution.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.
- Certified Energy Manager, LEED certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent written and verbal skills.
- Excellent leadership, coaching and mentoring skills.
- Ability to understand complex construction contracts and technical specifications.
- Ability to work with internal and external legal counsel.
- Ability to provide budgetary input, evaluates, and manages budgets.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite and Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of database systems.
- Operating knowledge of project management software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Superintendent	

	Position Title	# of Employees	Job Code
Direct Reports:			
	Custodians	20+	
	Grounds Tech	1	
	Maintenance Tech	1	
	Assistant Operations Director	1	
	Clerk of the Works	1	
	Administrative Assistant	1	

*Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Manage Capital projects, PPEL, and Building Fund Budgets in conjunction with Business Manager/CFO and Superintendent
- Responsible for the development of the budget or applicable input and submitting changes or requesting increases in these budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feel			x	
Stoop, kneel, crouch, or crawl		x		
Taste	x			
Speak				x
Listen				x
Smell	x			
Reach with hands & arms		x		
Climb or balance		x		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		x		
Up to 25 pounds		x		
Up to 50 pounds		x		
Up to 100 pounds		x		
More than 100 pounds		x		

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze				X
Communicate				X
Copy		x		
Coordinate			x	
Instruct		x		
Compute			x	
Synthesize				x
Evaluate			x	
Interpersonal Skills				x
Compile				x
Negotiate			x	

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

Vision Demands:	Required
Close vision (clear vision at 20 inches or less)	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.

Updated 7/10/13