



Job Description

Prepared/Revised: July 2023

Job Title: **Assistant Director of Operations**
Job Family: **Non-Certified**
Pay Program: **Administrative**
Typical Work Year: **12 months**

SUMMARY: Under the direction of the Operations Director, provides overall leadership and guidance for the proactive and reactive maintenance of the district's facilities in the areas of electrical, electronics, HVAC, plumbing, carpentry, grounds and irrigation. Collaborates with other facilities leaders to plan and manage the life cycle of the district's facilities. Manage the design, implementation and execution of environmental projects associated with new construction, construction renovation projects, and health hazard elimination within the district to ensure a safe learning environment.

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
1. Lead and direct the work of the maintenance department including direct supervision of lead maintenance staff and indirect supervision of all maintenance technicians. Lead personnel administration for the maintenance department including employee recruiting, hiring, training, discipline and performance management.	D
2. Conduct jobsite performance inspections for quality and safety control. Review documents and completed assignments for conformance with regulatory requirements, district policies and efficient trade practices.	D
3. Provide guidance to lead maintenance positions for work order prioritization and scheduling utilizing the Facility Maintenance Management system. Assure that jobs are assigned to the best-suited personnel.	D
4. Review the budget for the Maintenance department. Maintain records and accounts on materials, tools, supplies, employee time, nature and type of work performed and accurate cost of work performed.	D
5. Collaborate with other facilities leaders and stakeholders to plan and manage the life cycle of the district's facilities. Collaborate on 10 year facility plans.	D
6. Manage and design environmental projects including development of project budget, specifications and drawings, bid proposals, contracts, project schedules, and coordination with project team. Participate in and lead project construction meetings as needed to ensure project managers address all concerns in a timely manner.	W
7. Provide leadership to the construction projects team and exhibit behavior consistent with district goals by demonstrating the ability to effectively manage conflict and disagreements and develop procedures and techniques for resolution between environmental and construction projects.	W
8. Perform other duties as assigned.	Ongoing

EDUCATION AND RELATED WORK EXPERIENCE:

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

LICENSES, REGISTRATIONS or CERTIFICATIONS:

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

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced knowledge of facilities maintenance and life-cycle management.
- Advanced knowledge of operations and maintenance protocols for K-12 buildings.
- Advanced knowledge of regulatory requirements for operating and maintaining K-12 buildings including safety, health and environmental compliance
- Knowledge of methods used to analyze facility maintenance needs and determine appropriate responses to those needs.
- Strong communication, language, interpersonal and supervisory skills.
- Ability to analyze and solve project, maintenance and personnel problems.
- Ability to promote and follow Board of Education policies, District 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.
- 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
Reports to:	Director of Operations and Superintendent

	POSITION TITLE
Direct reports:	
	Groundskeeper
	Groundskeeper, Senior
	HVAC Technicians
	Electrician, Master/Journey

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- On a project-by-project basis, may participate in or make recommendations related to developing, administering, monitoring, coordinating and initiating requisitions for project budgets
- Responsible for directing the work of contractors and/or vendors. Has input into contractor/vendor selection.

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 and fingers to handle and/or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and 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		
50 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				
Coordinate			X	
Instruct				
Compute				
Synthesize				
Evaluate			X	
Interpersonal Skills			X	
Compile				
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			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3

Vibration		X		
VISION DEMANDS:		Required		
No special vision requirements.				
Close vision (clear vision at 20 inches or less)		X		
Distance vision (clear vision at 20 feet or more)		X		
Color vision (ability to identify and distinguish colors)		X		
Peripheral vision		X		
Depth perception		X		
Ability to adjust focus		X		
NOISE LEVEL:		Exposure Level		
Very quiet				
Quiet				
Moderate				
Loud		X		
Very Loud				