

East Maine School District 63 Job Description

Director of Operations

Supervisor:	Assistant Superintendent of Business Services/Chief School Business Official
Employee Group:	Administration
Licensing Requirement:	None
Qualifications:	Bachelor's degree in facilities management, engineering, or a closely related field preferred, five or more years of experience in school facility maintenance, and/or credentials acceptable by the Board of Education
FLSA Status:	Exempt

Purpose

The Director of Operations position was created for the purpose of providing managerial and supervisory leadership in directing the operations of the District's physical plants for the purpose of creating and maintaining a safe, clean, and comfortable environment.

Qualifications:

The qualifications of the position require that the Director of Facilities Management:

- Demonstrates a high level of effective leadership skills.
- Has experience analyzing problems and developing action plans.
- Excellent technical competencies in a variety of areas, including the use of technology, mathematics skills, writing and editing, organization, problem-solving, multi-tasking, and statistical record keeping.
- Knowledgeable of principles and practices related to the management of maintenance, custodial, warehouse, and landscape activities.
- Possesses hands-on experience with HVAC units, electrical, grounds care, buildings, custodial care, carpentry, playground equipment, and safety.
- Working knowledge of all applicable OSHA, EPA, and Illinois School Code regulations that apply to the Facilities and Maintenance Department of the school district.
- A CPMM and/or CPS certification or the ability to obtain one within one year of employment.

Essential Functions

- Uses independent judgment in significant matters when coordinating and planning for inspections.
- Interface and coordinate activities with local government agencies pertaining to District 63 facilities and properties.
- Organizes and implements a program of preventative maintenance for electro-mechanical equipment.
- Coordinates the daily operation of District building infrastructure, as well as control software and systems.
- Establishes appropriate maintenance, groundskeeping, security, and custodial requirements.
- Represent the District in day-to-day contact with contractors, architects, and engineers in connection with District maintenance and construction projects. Can also be asked to serve as the project manager.
- Ensures that facility maintenance standards, renovations, and new construction are consistent with all applicable National, State, and Local building codes, including Life Safety and the Americans with Disability Act (ADA).

East Maine School District 63 Job Description

- Recommends and coordinates the purchase of equipment and supplies and establishes specifications pertaining to supplies, materials, and equipment.
- Develops and manages the Operations budget, including analyzing building maintenance budgets and District utility expenditures, making recommendations for budget reallocation, effective cost containment programs, and cost reductions for fixed and operational budget lines.
- Organizes and implements a program of effective corrective maintenance, infrastructure analysis, and replacement.
- Manages the Asbestos Hazard Emergency Response Act (AHERA) plan for the purpose of monitoring asbestos-containing material present in the District.
- Implementation of the District's 10-Year Health Life Safety (HLS) Plan and Master Facility Plan (MFP). Working with the Chief School Business Official, and the District's architect of record, develops a schedule of yearly projects and costs projections associated with these projects to be completed based on results of (HLS) and (MFP) and funds available.
- Responds to concerns about indoor air quality and other environmental issues.
- Maintains all security systems and ensures compliance regarding their operation.
- Supervises and makes recommendations for employment, assignment, and termination of all personnel within the Operations department.
- Conducts ongoing staff training.
- Manages all purchased service contracts, including developing and issuing bids, overseeing contract work, and recommending additions, changes, or reductions in service as appropriate.
- Maintenance schedules are developed and adhered to in conjunction with the school calendar. Schedules include both exterior and interior areas of all facilities, mechanical equipment, and grounds.
- Participates in the recruiting, interviewing, selecting, and training of operations and custodial staff.
- Provides reports to the Board of Education as needed.
- Performs other duties as directed by the Assistant Superintendent of Business Services/Chief School Business Official.

Job Requirements

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- Positive interpersonal skills to work professionally with staff and have experience establishing effective and collaborative relationships with the community members and other agencies.
- Planning, coordination, and management of school District facilities with responsibilities for maintenance and custodial service, environmental management, construction, and remodeling and building infrastructure.
- Safety practices.
- Maintaining confidentiality.
- Communicating tactfully and courteously with diverse groups.
- Effectively presenting information in one-to-one and group situations, both face-to-face and on the telephone.
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties.
- Maintaining the accuracy of work products.
- Adapting to changing work priorities.

East Maine School District 63 Job Description

- Possess a valid Illinois Driver's License and be available on call twenty-four (24) hours a day, seven days a week, 365 days a year.

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Moving up to 50 pounds (pulling, pushing, lifting, carrying).
- Sitting, standing, walking.
- Visually supervising.
- Completing tasks using fine finger dexterity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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