

Narragansett School System

Fall 2015

TITLE: Director of Operations (Facilities, Grounds, Maintenance, and Transportation)
REPORTS TO: Superintendent of Schools
SUPERVISES: Custodial and Maintenance Personnel, Fields Personnel, Supervisor of Transportation

JOB DESCRIPTION:

The Director is a member of the Narragansett Schools' Administrative team, under the general direction of the Superintendent. The Director will plan, direct and supervise the operational aspects of the Narragansett School System's facilities, grounds and transportation systems.

MINIMUM QUALIFICATIONS:

- Knowledge of school facilities and maintenance practices, procedures, budgeting, and equipment necessary for optimal school facility operations and performance
- Knowledge of principles of training and supervision
- Computer literate and able to work with other types of technology including DDC HVAC control programs.
- Knowledge of record-keeping and reporting procedures
- Knowledge of general methods, tools, and equipment used in school facility and maintenance operations, custodial practices and procedures in a school setting, school maintenance and buildings repair, energy conservation & inclement weather recovery
- Working knowledge of pertinent health, regulatory, safety and environmental regulations
- Ability to develop projects and write specifications for Request for Proposals
- Five years experience in a management capacity in the area of planning, maintaining physical facilities, budgeting and record keeping
- Demonstrated ability to manage, motivate, supervise and evaluate trade personnel
- Building Operator Certification Level 1 or willingness to attain within one year

OTHER DESIRED QUALIFICATIONS:

- Degree, certification, licensing, or significant equivalent experience in managing facilities and maintenance within school setting, various building trades, or other relevant areas such as environmental, engineering, architecture, energy conservation, green building, etc.

DUTIES AND RESPONSIBILITIES:

Included but not limited to:

1. Responsible for the comprehensive overall planning, scheduling and record keeping for areas such as:
 - a. School Maintenance work order system School Dude
 - b. OSHA
 - c. Waste Management including recycling
 - d. Asbestos
 - e. Lead

- f. Radon
 - g. Right to Know and Blood Borne Pathogens
 - h. Environments, including Tools for Schools
 - i. Narragansett Chemical Hygiene Plan
 - j. Integrated Pest Management Plan
 - k. Emergency Generators
 - l. Fire alarm, suppression & detection systems
 - m. DOH, Health Inspections
 - n. Local Sewer & Fire Inspections
 - o. Energy including Energy Star Portfolio Manager
 - p. Custodial schedules and procedures
 - q. Periodic inspection of facilities and property
2. Regularly reviewing all security precautions and procedures and recommends additions, changes or reduction in service, facilities, or material as appropriate. Acts as liaison with law enforcement officials, fire inspectors, and government inspectors for buildings and property.
 3. Developing a system for dealing with emergency repair problems. Provides the manpower and material systems necessary to deal with unpredictable malfunctions in equipment. Takes appropriate steps to correct situations as quickly as possible.
 4. Establishing staffing levels, requirements and schedules for plowing and other inclement weather operations.
 5. Preparing and administers budgets for capital planning, maintenance, utilities, security, transportation, grounds, custodial supplies, services and equipment.
 6. Coordinating purchase requirements. Recommends for purchase necessary equipment supplies and services. Receives, stores and issues all maintenance, custodial, and security supplies and equipment. Maintains capital equipment inventory for items under his/her responsibility.
 7. Participating in the process of site selection and acquisition and the development of architectural plans. Assists in the preparation of technical specifications for equipment, renovation, repairs, supplies and material and services. Supervises and inspects the improvement, renovation and maintenance work performed by contractors. Verifies that terms of all such contracts have been fulfilled before authorizing final projects. Approves payments of all outside contractors performing work for the department.
 8. Giving direction to and overseeing work performed by assigned personnel. Assists in the recruitment, employment, training, assignment, transfer, discipline, or dismissal of assigned personnel. Makes recommendations for the assignment and implements orientation program for proper operation and maintenance of school facilities for assigned personnel. Conducts a continuing program of staff development and training. Schedules work routines and vacations for department personnel. Conducts personnel evaluations according to district policy.

9. Coordinating the department's energy use program, including budgeting for utilities, monitoring gas and electrical use, makes recommendations for the installing or upgrading of energy efficient devices, materials, and supplies.
10. Monitoring personnel attendance daily and arranges for substitute personnel.
11. Dealing with state and community agencies regarding emergency planning.
12. Utilizing computer for scheduling purposes, record keeping, and facility and field usage.
13. Overseeing the maintenance of all school grounds including lawns and athletic fields.
14. Responsible for overseeing the purchase and repair of fleet vehicles, and grounds equipment.
15. May perform other duties as assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve months a year at an annual salary and benefits determined by the School Committee upon recommendation of the Superintendent. This position has a flexible time commitment. This position is classified as "exempt" according to the Fair Labor Standards Act.