

TITLE: Director of Operations and Facilities

QUALIFICATIONS: Skills, knowledge and experience in school facilities, operations, school construction required. Familiarity with student transportation preferred. BA/MA preferred.

REPORTS TO: Superintendent

SUPERVISES: Maintenance and Operations Classified Staff

PERFORMANCE RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the classification. There may be other types of work that are to be performed and the omission of the particular duty or function does not exclude that duty of function from the classification.

The Director of Operations and Facilities receives oral or written instruction from the Superintendent of Schools; plans and organizes the work according to established or standard office procedures; determines priority of work tasks; prepares reports and correspondence as directed.

Operation and Maintenance of Plant

- Responsible for maintenance, operations and facilities programs of all district facilities
- Implements Capital Improvement Plan projects and coordinates with town on payments
- Attends all Board of Education meetings and presents monthly project reports
- Prepares State reports as required
- Assists in monitoring lease and rental agreements as it applies to facilities and operations

District Liaison to K-12 Building Committee

- Monitors and assists K-12 Building Committee with building projects
- Assists architects and others with completion of projects

Financial Planning and Budgeting

- Assists Superintendent in budget preparation
- Assists in presentation of budget to Superintendent, Board of Education and Board of Finance
- Prepares Capital Improvement Plan

School Safety

- Chairs Safety Committee
- Serves as district representative on the Emergency Operations Center
- Responsible for design, oversight and implementation of safety plans in conjunction with facilities/security
- Serves as the district liaison with the Workers Compensation Insurance Company and liaison with the property/casualty, vehicle and other insurances with the insurance carrier
- Reviews and approves injury reports
- System Administrator for School Messenger mass communication system

Administering Personnel Functions

- Oversees maintenance and custodial functions
- Assists with collective bargaining and contracts as required

Job Description – Director of Operations and Facilities

Purchasing and supply management

- Responsible for energy/fuel bidding for BOE and the Town
- Responsible for custodian, maintenance/nurse supplies, and equipment leases

Transportation

- Oversees day-to-day student transportation
- Prepares State report(s) as necessary
- Oversees Bus Requests system
- Oversees and monitors bus schedules
- Generates and distributes transportation correspondence as necessary
- Liaison between school transportation vendor and district

Miscellaneous

- Assists Superintendent with special projects
- Serves on the Superintendent’s Cabinet and Administration/Leadership Team
- All other duties as assigned by the Superintendent

TERMS OF EMPLOYMENT: Salary, work year and other employee benefits as established and approved by the Board of Education

YEARLY SALARY: \$96,000 - \$106,000

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Revised 6/2018