

Carson City School District
Job Description

TITLE: Director of Operations

REPORTS TO: Superintendent

SUPERVISES: Staff members designated by the Superintendent

JOB GOAL: To plan, organize and direct the district's programs of buildings and grounds maintenance, student transportation, and to assist in the planning of new school facilities.

QUALIFICATIONS:

Education and Experience: Any combination of education and/or experience equivalent to graduation from an accredited college in one or more of the applied engineering, architectural fields or construction trades.

Knowledge and Abilities: Knowledge of: methods, practices, equipment and repair of school buildings; building codes and safety regulations; current construction costs; heating and air conditioning systems and their upkeep and repair; laws affecting the construction and repair of school buildings; principles and techniques of effective supervision and training.

Ability to: effectively supervise and evaluate staff; design, implement and monitor a comprehensive preventative maintenance program; prepare and interpret plans and specifications; plan and organize the work involved in maintaining school buildings; estimate costs of school construction and maintenance work; plan, coordinate, and direct the work of others effectively; prepare and properly administer the operations budget; carry out appropriate District policies; prepare verbal and written reports; establish and maintain effective working relationships with a variety of individuals including those representing state, county, city and community agencies.

LICENSES/CERTIFICATES:

Possession of a valid Nevada driver's license required; a professional registration in either American Institute of Architecture (AIA) or Professional Engineer (PE) is desirable.

PERFORMANCE

RESPONSIBILITIES:

1. Plans, organizes and directs the operations division in the District.
2. Coordinates the activities of the operations division with principals and other district staff.
3. Develops and administers the operations budget; properly monitors expenditures.
4. Develops, recommends and interprets policies, regulations, standards, procedures and long-range goals of the operations division.
5. Designs, implements and monitors a comprehensive preventative maintenance program for district buildings, building components, grounds and transportation equipment.
6. Directs the preparation of analyses of labor and materials costs, workload distribution, and job performance effectiveness, in order to recommend budgetary actions, manpower staffing, and workload formulas.
7. Assists in the selection of operations supervisory personnel.
8. Directs the training of supervisory personnel on the job and coordinates inservice training of all subordinate employees.
9. Implements and monitors an approved school bus driver training program.

10. Develops and updates District Facilities Master Plan as needed.
11. Applies knowledge of enrollment trends and projections to facilities planning.
12. Directs and coordinates bid processes in accordance with legal requirements for selection of contractors/consultants as needed.
13. May act as building inspector on district construction projects approving projects and/or their completion.
14. Maintains and updates comprehensive area maps to assist in the formulation or modification of attendance boundaries to ensure equitable distribution of students based upon school capacity.
15. Designs and administers a district-wide energy conservation program.
16. Is responsible for the following, and any other jobs as assigned:
 - a. Insurance--property, casualty, liability, student
 - b. Risk Management Program
 - c. Facility Use
 - d. State and Federal Compliance Programs--OSHA, AHERA.
17. Supervises and evaluates the following staff:
 - Building Maintenance Supervisor
 - Grounds Supervisor
 - Equipment Mechanic Foreman
 - Custodial Supervisor
 - Warehouse/Purchasing Supervisor
 - Others as assigned
18. Works in cooperation with principals and other appropriate district staff in the budget planning and workload management activities of transportation, warehouse, custodial and grounds operations.

19. Establishes priorities on major District maintenance projects.
20. Confers with present and prospective contractors of maintenance service, and acts as a technical advisor in the negotiation of service contracts.
21. Responsible for the implementation of Board approved procedures and practices which are developed to improve plant safety, protect school property against vandalism, reduce costs or normal wear and tear on buildings and grounds.
22. Consults with and advises architects, contractors, and the School Board on the design, construction or alteration of school buildings and landscaped areas, reviewing and assisting in making changes in plans and specifications.
23. May serve as representative of school district on committees and boards in the community.
24. Prepares comprehensive verbal and written reports.

TERMS OF

EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of classified personnel.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions and perform any other related duties, as may be required by the Superintendent.

Revised 6/93
d55