

Job Title: OPERATIONS DIRECTOR
Reports to: Superintendent of Schools
Dept./School: Executive Office
Wage/Hour Status: Exempt
Date Revised: March 27, 2023

Primary Purpose

Direct and manage the district's energy manager, maintenance and custodial departments. Oversee compliance with all state and federal statutes relating to the District's facilities that provides a physical environment that is functional, safe, clean, and attractive.

QUALIFICATIONS

Education/Certification

Associate's Degree in Construction Management or related field of study with a Bachelor's degree, preferred
Clear and valid Texas Driver's license
Proficient in using construction Management, CADD & budget development software

Special Knowledge/Skills

Knowledge of project planning, construction principles, and basic principles of custodial and school facilities maintenance
Knowledge of building codes, zoning ordinances and the inspection certification process
Knowledge of health and safety regulations
Ability to conduct on-site inspection of district facilities
Ability to manage budget and personnel
Ability to implement policy and procedures
Ability to interpret data
Ability to read blueprints and schematics
Strong organizational, communication, and interpersonal skills

Experience

Five (5) years' experience in construction management and or facilities management

MAJOR RESPONSIBILITIES AND DUTIES

Construction Management

1. Serve as liaison to architects, engineers and consultants to develop, review and finalize project plans, drawings, schematics and specifications. Coordinate and conduct project development and construction progress meetings.
2. Perform construction administration.

Building Maintenance and Repair

3. Inspect existing facilities, make recommendations for improvements as needed, establish, and recommend priorities for repair projects.
4. Ensure that district facilities are functional, safe, clean, and well maintained.
5. Maintain written departmental procedures for maintenance, repair, and operations of all district buildings and equipment.
6. Ensure that work orders are processed and executed in a timely manner.
7. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.
8. Ensure compliance with federal and state law, State Board of Education rule, and local board policy.

9. Compile, maintain, and file all reports, records, and other documents required including timekeeping records.

Budget and Inventory

10. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
11. Estimate cost of construction and repair projects, including labor, materials and other related costs and assist with the preparation of bidding documents, including notice and instructions to bidders, drawings and specifications.
12. Review and authorize requests for payment from contractor(s) and designer(s).
13. Assist with the evaluation of formal bids and provide input into recommendations for awarding of contracts for school board approval.
14. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.
15. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
16. Approve and forward invoices and purchase orders for maintenance department to accounting department.

Safety

17. Maintain safety standards in conformance with federal, state, and insurance regulations and district requirements.
18. Follow established safety procedures and techniques to perform job duties including lifting and climbing.

Other

19. Perform other job related duties as assigned.

Supervisory Responsibilities

20. Supervise, evaluate, and recommend the hiring and firing of the coordinator of maintenance department, coordinator of custodial department and energy manager department.
21. Review and recommend the hiring and firing of skilled craftsmen, custodians, grounds personnel, and support staff assigned to maintenance department, custodial department and energy manager department.

EQUIPMENT USED

Use of standard office equipment including computer and peripherals and district vehicles.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional district-wide and statewide travel; frequent prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____