

New Berlin CUSD #16

JOB DESCRIPTION

Position Title: Director of Operations

Qualifications:

1. High School diploma and/or specialized training in the areas of mechanics or facilities management.
2. Supervision of others engaged in skilled or semi-skilled work.
3. Proficient computer and technology skills.
4. Strong oral communication skills.
5. Ability to supervise employees.
6. Ability to be on your feet for long periods of time.
7. Enforce school regulations and policies in a professional manner.
8. Ability to maintain good working relationships with staff, students, and parents and the general public.
9. Must be able to lift up to 75 lbs.
10. Must be able to carry up to 50 lbs.
11. Requires employee to have the ability to push/pull up to 35 lbs.

Department: Operations

Location: Elementary and Junior High/High School Building

Reports to: Superintendent

FLSA Class: Exempt

Revised Date: 04/19/23

Job Goal: To provide supervision of the physical school plants to maintain a condition of operating excellence to insure full educational use of them at all times. To minimize operational costs and protect the district's investment in buildings, grounds, equipment and materials.

Performance Responsibilities:

1. Ensure inspection of all buildings for cleanliness and mechanical problems on a daily basis.
2. Oversees supervision of all custodial and any contracted services for the buildings and grounds to assure maintaining the district's facilities and ground in
3. Bids and contracts work that the maintenance staff is unable to do and makes recommendations to the Superintendent.
4. In collaboration with the Chief School Business Official, bids and purchases supplies for custodial and maintenance in accordance with the district's purchasing procedures.
5. Ability to prepare and administer the custodial services budget and related records.
6. Works with the Chief School Business Official and Superintendent to recommend employment of maintenance personnel.
7. Knowledge of principles, methods, materials, tools, and equipment used in various trades.
8. Knowledge of technologies related to the advancement of district operations to promote efficiency and cost saving measures.

9. Knowledge of applicable codes, public contract rules and pertinent rules and regulations, especially those pertaining to hazardous materials, asbestos containing materials, etc.
10. Oversees and sets up annual inspections to maintain fire alarm systems and fire extinguishers.
11. Knowledge of cleaning supplies and equipment.
12. Ability to establish and recommend priorities on repair projects.
13. Ability to develop a system for dealing with emergency repair problems with efficiency.
14. Develop and implement preventive custodian maintenance program and consult with district superintendent, CSBO, and building administration.
15. Ability to regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical usage of fuel, water and electricity.
16. Ability to maintain a regular schedule for all motors and other mechanical equipment requiring scheduled servicing which are related to the district custodial function.
17. Establish and implement an ongoing program of general maintenance, upkeep, and repair to include an inventory of equipment and supplies.
18. Address all environmental issues.
19. Repair various items, systems, or components requiring general or semi-skilled maintenance trade for the purpose of ensuring that items are available and in safe working condition (locks, equipment, heating and cooling systems, freezers, fire alarm systems, bathroom and kitchen fixtures, plumbing, windows, cabinets, etc.)
20. Respond to emergency situations for the purpose of resolving immediate safety concerns.
21. Inspect building and facilities for the purpose of determining maintenance and repair needs, recommending the removal of fire, safety, or other health hazards.
22. Recommend long-term and short-term plans, policies and procedures and/or actions for the purpose of providing direction for meet the districts goals and objectives.
23. Maintain appearance of the facility internally and externally.
24. Assure building security by locking and unlocking doors at appropriate times, recognizing and correcting unsafe security conditions or reporting condition to appropriate personnel or authorities.
25. Move, unpack and assemble furniture and building equipment.
26. Perform summer maintenance (strip/wax floors, move furniture, building updates and cleaning) for the purpose of maintaining a sanitary, safe and attractive environment.
27. Complete assigned work schedule in a timely manner.
28. Manage snow removal.
29. Work with the athletic director and building administrators to coordinate building usage by coaches and outside groups.
30. Recommend employment of custodians to the district superintendent.
31. Recommend all written discipline, concern resolutions, and terminations to the district superintendent.
32. Participate in committees, district teams, and/or staff meetings as required.
31. Attend required training programs.
33. Perform duties necessary to the position as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

This is a 12-month position. The salary will be established annually by the Board of Education. Work hours will be determined and is subject to change with district demands. Position constitutes an employee at will of the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy and Evaluation of Support Services Personnel by the Superintendent.

New Berlin CUSD #16 is an Equal Employment Opportunity Employer

By signing this below, I hereby acknowledge and understand the duties and qualifications of this position. The School District retains the right to revise or amend this job description at any time during the employee's employment with the District.

Name: _____

Date: _____