

Tupelo Public School District

	FLSA STATUS: Exempt
JOB TITLE:	Director of Operations Executive Director of Operations & Maintenance (O&M)
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Appropriate license as designated by the State of Mississippi 2. Five years successful experience in facility or construction management 3. Such other additional or alternative qualifications as may be deemed appropriate by the Board.
REPORTS TO:	Board of Trustees and Superintendent
JOB GOAL:	To advise and represent the Board of Trustees the superintendent in matters associated with construction and renovation of facilities in order to assure that all projects are designed and constructed in a manner that accommodates the educational mission of the district in the most economical manner.

PERFORMANCE RESPONSIBILITIES:

1. Develops, recommends and implements plans for the development of education facilities commensurate with the educational needs of students and financial resources of the district.
2. Works with architects in the construction of new or renovated facilities to ensure compliance with educational requirements and economy.
3. Assists in planning for new construction and renovations through participation in the design and development of educational specifications phase.
4. Verifies the architectural accuracy of educational facility plans and specifications.
5. Works with district educational staff in the development and inclusion of necessary educational components or changes into new renovation or construction projects.
6. Provides for the inspection of projects at frequent intervals to insure that all parties meet contractual terms.
7. Insures that a system of quality control is applied in the selection and installation of building supplies and related equipment.
8. Reviews construction billing and recommends approval of payment to the district for work completed by contractors.
9. Investigates reports of faulty workmanship or materials utilized in the construction process.
10. Makes recommendations to the district regarding time extension requests, assessment of liquidated damages, and building component options.
11. Recommends approval to the Board of preliminary plans, completed work drawings, and specifications.
12. Assures that necessary utility services are accessible and economically available.
13. Maintains and provides accurate budget estimates and necessary reports associated with construction and renovation projects.
- 14. Directly supervises the positions of Food Service Director, Director of Maintenance, Director of Security, Warehouse Manager, and the Operations Assistant.**
15. Other such services that may be deemed necessary by the ~~Board of Trustees~~ supervisor for the completion of the responsibilities of the position.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to

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successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools, controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk and hear. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TERMS OF EMPLOYMENT: Duration of the building program. Salary or contract will be established by the Board of Trustees.

EVALUATION:

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

Approved By:		Date:	
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