

**Martensdale-St. Marys Community School District**

**Job Title**                                **DIRECTOR OF OPERATIONS**

**Reports to**                                Superintendent of Schools  
**Supervises**                                Buildings and Grounds Coordinator and Transportation Coordinator

**Position Purpose**

Under administrative direction of the superintendent, the Director of Operations will oversee all facilities (custodial, maintenance and grounds) and transportation employees. In order to provide a safe, clean, and pleasant physical environment and safe transportation in all school vehicles, the Director of Operations will also manage the efficient operation of building, grounds, maintenance, and transportation. He/She will also directly supervise the Building and Grounds Coordinator and the Transportation Coordinator.

**Essential Performance Responsibilities**

- Reviews and develops policies and procedures for facility and transportation operations
- Makes hiring recommendations; directs, supervises and evaluates facilities and transportation personnel and maintains such personnel and other records as required
- Working with the Building and Grounds Coordinator and Transportation Coordinator, establishes and administers schedules and procedures for the custodial, maintenance and grounds care of all school facilities, and for all school transportation
- Monitors the time records of all facilities and transportation employees and certifies time records for payroll purposes
- Develops and provides a comprehensive induction and training program for all building/grounds and transportation employees; also works collaboratively with the Building and Grounds Coordinator and Transportation Coordinator in providing ongoing professional development and learning for all employees within building/grounds and transportation
- Develops and manages the annual budget for building/grounds and transportation departments
- Supervises procedures for disbursements of all facility and transportation funds
- Provides planning, support, and knowledge of facilities and equipment to administrators and committees for facility planning efforts
- Provides planning and support of transportation needs to administrators
- Assists in selection of architects, engineers and other facility contractors
- Assists in selection and purchase/lease of buses and other school vehicles
- Assists in preparation of contracts with consultants
- Performs technical review of contract documents and coordinates the review by district personnel and building officials to ensure compliance with applicable codes and education and technical specifications
- Monitors all phases of construction processes
- Responsible for evaluation of direct reports, e.g., Building and Grounds Coordinator and Transportation Coordinator
- Works with Building and Grounds Coordinator to oversee all contracted work in facility improvement, and construction
- Interprets federal, state and local codes and maintains compliance
- Works with the Building and Grounds Coordinator to coordinate and provide for repairs and preventative maintenance on district equipment
- Works with the Transportation Coordinator to provide repairs and preventive maintenance on all school vehicles

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- Develops a system for emergency response that may arise in the maintenance and custodial care of district facilities and transportation emergencies
- Coordinates the district's energy management program
- Prepares reports for the administration as requested
- Responds positively to the needs of other administrators, staff and community members
- Serves as an ad hoc member of the district administrative team
- Adheres to board policies and district administrative rules
- Attends/supports extra- and co-curricular activities
- Performs other duties as assigned by the superintendent

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

### **Preferred Qualifications**

- Bachelor's degree in related field
- Supervisory experience
- Possess evaluation authorization, or be eligible and willing to complete
- Computer literacy with both Microsoft and Google suite of products
- At least three years experience in facilities and/or transportation department
- Maintains a valid Iowa driver's license, bus driving CDL license, and such other licenses as determined applicable
- Such alternatives to the above qualifications as the superintendent may find appropriate and acceptable

### **Knowledge, Skills, and Abilities**

- Knowledge of heating, ventilating, and air conditioning (HVAC), plumbing, construction management and electrical procedures, rules and regulations
- Knowledge of school transportation rules and regulations
- Knowledge of sound business practices and technology that have application to facility operations, construction management, and transportation
- Excellent communication and leadership skills

### **Physical Requirements**

Bending, carrying, climbing, driving, lifting, pushing, pulling, reaching, sitting, standing, and walking

### **Working Conditions**

Varied – office, within the school facility, school grounds, and school transportation

### **Terms of employment**

260 day work year with salary and benefits recommended by administration and established annually by the board – estimated salary range of \$75,000 - \$100,000.

### **Evaluation**

Performance of this job will be evaluated by the superintendent

### **FLSA Status**

Exempt