

Dumas ISD

Operations Director

Job Description

Job Title: Operations Director

Wage/Hour: Exempt

Reports to: Superintendent

Pay Grade: 13

Dept./School: Maintenance and Transportation

Date Revised: 7/22/2014

Primary Purpose:

Direct and manage maintenance and district's custodial operations. Maintain physical school plant in a condition of operating excellence so that full educational use may be made at all times. Provide students with a physical learning environment that is safe, clean, attractive, and functional.

Direct and manage district's transportation and vehicle maintenance program. Oversee maintenance of all district-owned vehicles. Ensure safe and efficient operation of transportation department.

Qualifications:

Education/Certification:

High School Diploma

Bachelor of Science Degree

Special Knowledge/Skills:

Knowledge of basic principles of construction, school plant maintenance, and custodial operations

Ability to manage budget and personnel

Ability to coordinate district function

Ability to implement policy and procedures

Ability to interpret data

Ability to read blueprints and schematics

Strong organizational, communication, and interpersonal skills

Ability to direct and manage operations of a large fleet of vehicles

Knowledge of energy management and vehicle repair and maintenance

Experience:

Three years supervisory experience in maintenance operations

Major Responsibilities and Duties:

Building Maintenance and Repair

1. Direct and manage custodial, maintenance and repair, security, and central warehouse operations of district.
2. Receive and process work orders for repair and maintenance of buildings and grounds.
3. Develop and maintain written departmental procedures for maintenance, repair, operations, and security of all district buildings and equipment.
4. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.



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Policy, Reports, and Law

5. Implement federal and state law, State Board of Education rule, and local board policy in maintenance area.
6. Compile, maintain, and file all physical and computerized reports, records, and other documents required in maintenance area.

Budget and Inventory

7. Administer maintenance budget and ensure that programs are cost-effective and funds are managed prudently.
8. Compile budgets and cost estimates based on documented program needs.
9. Plan and direct inventory and stock control program for equipment and supplies.
10. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
11. Replace and maintain a current inventory of supplies and parts to avoid delay when reordering.
12. Approve and forward invoices and purchase orders for maintenance department to accounting department.
13. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.

Routes and Schedule

14. Prepare and update bus routes and schedules for all schools in district and develop plan to meet future transportation needs.
15. Coordinate transportation for extracurricular activities and special programs.
16. Respond to after-hours emergency calls as needed. Notify bus drivers, schools, and public of any changes in bus routes and schedules

Personnel Management

17. Assign work to maintenance personnel and oversee completion.
18. Prepare, review, and revise job descriptions in maintenance and transportation department.
19. Evaluate job performance of employees to ensure effectiveness.
20. Recruit, train, and supervise maintenance personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal. Assign bus drivers to routes and find substitutes as needed.
21. Recruit, train, supervise and evaluate all transportation personnel and make sound recommendations about placement, assignment, retention, discipline, and dismissal.
22. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.



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Student Management

23. Review student behavior reports and conduct conferences with parents, students, and drivers on disciplinary issues.
24. Enforce student discipline and suspension of riding privileges for any bus student who violates rules and regulations.

Safety

25. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventive safety.
26. Ensure that equipment is maintained in operating and optimum condition.

Other

27. Perform disaster duty when needed.
28. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
29. Respond to after hours emergencies as needed.

Supervisory Responsibilities:

Supervise and evaluate performance of skilled craftsmen, head custodians, grounds supervisors, warehouse supervisors, security personnel, and support staff assigned to maintenance department.

Supervise and evaluate performance of shop foreman, bus drivers, bus monitors, and transportation secretary

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent districtwide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections of all maintenance facilities and construction projects.

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.

Approved by _____

Date _____

Reviewed by _____

Date _____

