

Director of Operations

- POSITION:** Director of Operations
- REPORTS TO:** Associate Superintendent
- EMPLOYMENT TERM:** 261 days
- SALARY:** Based upon teacher pay scale as to degree and years experience plus \$22.50 per day responsibility supplement plus \$2000 administrative pay raise.
- CERTIFICATION:** Valid West Virginia administrative certificate, pursuant to WV Code §18A-3-2 OR equivalent administrative certification; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.
- EVALUATION:** Performance in this position will be evaluated by the Associate Superintendent and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and FCBOE Policy B-1, Professional Personnel Evaluation.
- EXPECTATIONS:** To assist the Superintendent, Associate Superintendent and all county administrators with the administration and supervision of the facilities and maintenance services of Fayette County Schools and to provide assistance in the coordination of facilities planning activities related to new school construction, renovation or modernization of existing schools and other support activities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Minimum of Master’s Degree;
- Minimum three years administrative experience preferred;
- Experience in plant operations, maintenance, energy management and construction or related field preferred;
- Broad knowledge of the school system’s operations;
- Extensive experience with and knowledge of computers;
- Demonstrates ability to communicate effectively.

DUTIES AND RESPONSIBILITIES:

- Work with the Superintendent, Associate Superintendent and Fayette County Board of Education to prioritize facility needs
- Plan, organize, and direct Fayette County Schools maintenance and grounds-keeping operations, activities and related services; develop and administer schedules and work assignments for

staff; plan, coordinate, and arrange for the appropriate training of staff, including in-service training and safety programs

- Develop and organize long-range, on-going, and preventive maintenance plans and programs for sites, buildings, and equipment, including procedures for receipt and assignment of maintenance work orders and for equipment maintenance and replacement programs
- Plan, coordinate and supervise all projects conducted by maintenance personnel
- Develop cost analysis for all projects
- Administer the expenditure of maintenance funds
- Develop and prepare applicable budgets; analyze and review budgetary and financial data with the Associate Superintendent; monitor and authorize expenditures in accordance with established guidelines; utilize computer spreadsheet software programs
- Determine appropriate staffing needs for the maintenance department
- Interview and recommend maintenance personnel needed to fill vacancies or new positions
- Communicate with other administrators, personnel and outside organizations to coordinate work, construction, supply, equipment and personnel requirements
- Resolve issues and conflicts, and exchange information
- Provide recommendations concerning equipment, materials, personnel, policies and procedures to assure an economical, safe and efficient work environment
- Conduct evaluations and/or improvement plans for county maintenance department
- Operate computer and assigned software programs
- Ensure legal requirements are met in area of assignment
- Provide reports to the Fayette County Board of Education, as requested
- Attend and conduct a variety of meetings as assigned
- Maintain professional work habits.
- Develop, maintain and monitor procedures to assure compliance with federal, state and local health and safety related standards.
- Coordinate safety and health operations to ensure compliance with regulatory agency standards
- Perform other duties as assigned by the Superintendent or Associate Superintendent