

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: DIRECTOR OF OPERATIONS

Supervisor: Superintendent

GENERAL JOB DESCRIPTION: The Director of Operations will supervise all maintenance and transportation staff and work they are assigned in accordance with all District policies and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist and act in a confidential capacity with respect to a person who determines and effectuates management procedures and school board policies.
2. Supervise all transportation and maintenance personnel and make recommendations to the Superintendent for his/her consideration on their employment, re-employment, discharge, and/or termination.
3. Work cooperatively with colleagues, supervisors and administrators.
4. Demonstrate ethical behavior.
5. Engage in self-development.
6. Follow district policies and administrative rules and regulations.
7. Maintain behavior appropriate to performing and accomplishing assigned duties.
8. Know what to do to successfully complete assigned work.
9. Project over-all concern for personal appearance as it relates to job performance.
10. Carry out assignments and instructions in a competent and efficient manner.
11. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
12. Work in a safe manner with personal safety and the safety of others as the number one priority.
13. Communicate with supervisor and co-workers.
14. Provide documentation and reports as appropriate.
15. Collaborate with building principals and other administrators.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Manual physical labor, lifting and moving materials, equipment and supplies.
2. Supervise maintenance assigned uniforms, equipment, tools and shop area in operable, safe and attractive status.
3. Account for supplies, materials and equipment as required.
4. Complete records and reports as required in a timely manner.
5. Maintain facilities security.
6. Respond to calls during off duty hours when necessary.
7. Mechanical ability to troubleshoot and repair equipment and machinery.
8. Assist in planning new facilities.
9. Collaborate with the Business Manager on procurement.
10. Submit time sheets for bus drivers/assistant and maintenance staff as required for payroll.
11. Supervise contracted work.

12. Promote high standards of safety and housekeeping methods in all work-connected areas.
13. Other tasks as may be deemed appropriate by the Superintendent.

MAINTENANCE SPECIFIC DUTIES

1. Plan and execute work efficiently within the “work order” system.
2. Supervise preventive maintenance on all pickups, vans, trucks, tractors and mowing equipment.
3. Maintain a clean and safe working environment.
4. Assign workers in the most efficient manner to accomplish work.
5. Supervise maintenance staff year-round and all custodial staff during summer months.
6. Provide a comprehensive training program.
7. Prepare specifications for equipment, materials, and supplies.
8. Supervise purchase, stocking and use of products and materials.

TRANSPORTATION SPECIFIC DUTIES

1. Conform to all state laws and regulations regarding school transportation.
2. Maintain safety standards in conformance with state and insurance regulations and develop a program of preventive safety.
3. Advise the Superintendent on road hazards for decision on school closings or early dismissal or delayed schedule during inclement weather.
4. Cooperate and coordinate with Superintendent, Principals, and others responsible for planning special school trips.
5. Develop and administer a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities.
6. Prepare and update bus routes for all schools in the district.
7. Attend appropriate committee and staff meetings.
8. Work with Business Manager to administer the transportation budget.
9. Request purchases in accordance with budgetary limitations and district rules.
10. Approve and forward transportation service invoices to the Business Manager.
11. Oversee the maintenance of all district-owned equipment and develop a plan for preventive maintenance on school buses and vehicles.
12. Investigate and complete accident and/or insurance reports.
13. Assist the Business Manager in preparing all reports, documents, and/or items required by state authorities.
14. Take an active role in solving discipline issues occurring on school buses.
15. Act as liaison with parents for complaints and special requests.
16. Develop recommendations for future equipment and personnel needs.
17. Attend monthly Board Meetings and be prepared to give monthly reports to the Board.
18. Repair all school district vehicles and buses. If unable to repair, make arrangements for repair at a garage/repair shop.
19. Maintains up-to-date maintenance records of all district vehicles and school buses.
20. Prepares all buses for Public Education Department inspection as required.
21. Is on call as needed for out of district trip breakdowns.

QUALIFICATIONS:

1. High school diploma or GED.
2. Post Secondary educational experience preferred.
3. Possess a valid New Mexico driver's license appropriate for operating vehicles of the size required of this position.
4. Ability to supervise many people and maintain a positive atmosphere.
5. Certification or specialized training in plumbing, electronic ignitions, electrical, building maintenance, grounds and refrigeration systems preferred.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

1. Physical ability to do manual work for 8-10 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (70 pounds) occasionally.
3. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (75 pounds) maximum occasionally.
4. Work overhead, work in tight areas, work off of ladders and work at floor level (on knees).
5. Any lifting that would require more than 30 pounds of dead weight should be done by at least two people, if possible.
6. Work under and over vehicles, tractors and mowing equipment.

SAFETY AND HEALTH:

1. Proper posture is required to eliminate acute and chronic low back pain.
2. Wear protective devices such as back supports, eyewear, non-skid pad shoes, as job conditions demands.
3. Read, observe and understand all precautions and proper methods of handling chemicals, equipment, tools and materials.
4. Complete all required training.
5. Knowledge and use of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Hand tools, equipment, chemicals and materials particular to this trade skill. Work vehicle material handling equipment, ladders, work platforms, all school vehicles and equipment owned by the schools (jacks, lifts, welding equipment, hydraulic press, puller, all manners of shop equipment).

WORK ENVIRONMENT:

The work environment varies greatly in the place of work from working in a building alone to working in school facilities with large number of people. Conditions range from working outside in the extreme heat of the summer to working outside in very cold temperatures to working in the comfort of a building. Work schedule will vary on a daily basis. This position requires the individual to devise his/her own schedule so as to provide adequate supervision.

TERMS OF EMPLOYMENT:

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description.

Printed Name: _____

Signature _____ Date _____

Supervisor _____ Date _____