

North Wasco County School District
Job Description – Director of Operations

Title: Director of Operations
Classification: Administrative
Reports To: District Superintendent/Designee
Work Year 240 Days/Year

Job Purpose Statement/s

Supervises the activities of the District Maintenance Supervisor and oversees services, including building alterations and grounds, to ensure that all District facilities and equipment function properly, meet the needs of educational activities and programs, and remain in sound operating condition. Supervises the activities of the District Custodial Supervisor and oversees services to ensure a safe, functional, clean, hygienic, and cost-effective environment for students and staff

Job Qualifications & Experience:

- A.A. Degree or higher. Preferred emphasis on construction, engineering, design, planning.
- Four years of managerial, professional, or technical experience in building maintenance and custodial activities
- Successful experience in supervisor role working in the area of maintenance or construction

Skills, Knowledge and/or Abilities Required:

- Ability to communicate effectively with other employees and the public, using tact, courtesy, and good judgment
- Ability to understand and execute oral and written instructions, policies, and procedures
- Ability to establish and maintain effective working relationships with other employees, representatives of outside agencies, and the public
- Considerable knowledge of the principles, practices, and methods related to program area
- Demonstrated success as a supervisor
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- Maintain integrity of confidential information relating to students, staff, or district patrons
- Ability to work harmoniously with others
- Ability to provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.

Licenses, Certifications, Bonding, and/or Testing Required:

- Oregon Administrative Licensure.
- Criminal Justice Fingerprint Clearance (through Teacher Standards and Practices), Valid Driver's License and evidence of insurability and district drug screen.
- Possession of a current Oregon Driver's License issued by the State Department of Motor Vehicles

Essential Job Functions:

- Overview: Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the entire school district maintenance programs consistent with the philosophy, mission, values and goals of the school and district.
- Plans, directs, and supervises the activities of the District's Maintenance Supervisor, including building alterations and grounds improvements
- Plans, directs, and supervises District Custodial Supervisor to ensure a safe, functional, clean, hygienic, and cost-effective environment for students and staff.
- Recommends contracts for work performed by outside contractors and inspects work performed under contract
- Coordinates daily operations to improve services, makes changes in schedules and priorities as needed within the scope of authority

- Prepares plans, specifications, and cost estimates for maintenance projects, including building and grounds
- Participates in the hiring of staff, supervises and evaluates licensed and educational support staff.
- Collaborates with District personnel and peers to improve student achievement through the implementation of programs and strategies to accomplish school and district mission and vision goals.
- Develops budgets; monitors spending for the purpose of achieving program objectives efficiently.
- Communicates effectively with staff, students, parents, School Board and community about the school.
- Ensures compliance with policies, laws, and standards relative to program area
- Investigates problems and complaints and resolves matters within scope of authority; identifies potential problems and recommends solutions; responds to emergency situations as needed
- Works cooperatively with licensed and non-licensed staff
- Interviews, recommends hiring and termination of maintenance and custodial department personnel
- Supervises and evaluates maintenance department staff; participates in the scheduling and assigning of work; provides training and ensures proper safety practices are followed
- Provides input to the facility planning process and works to maintain a quality interface with the department and at all sites
- Performs other duties as assigned by supervisor or the Superintendent as appropriate to the position

PHYSICAL REQUIREMENTS:

- In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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- Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting: As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Print Name

Employee Signature

Date