

State Job #7462

ASSOCIATE DIRECTOR FOR OPERATIONS

TITLE: Associate Director for Operations

REPORTS TO: Chief Operating Officer

SUPERVISES: Secretarial/Clerical Employees

JOB FUNCTION: Provides for the cleanliness and custodial work scheduled in all facilities of the school district, as well as the condition of grounds.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and directs custodial services (cleaning of school and support buildings); prepares and controls plant operation budget.
- Coordinates, directs, and participates in the selection, training assignment, and evaluation of custodial staff; performs promotions, reassignments, discipline, and termination's as needed.
- Analyzes district custodial related building services needs, schedules, and assigns personnel to meet school needs.
- Communicates with district staff, faculty, and administrators to discuss custodial needs, procedures, scheduling, and projects; researches and resolves questions concerns, and related issues.
- Communicates with vendors to research, test, and evaluate products, equipment, and techniques; selects and purchases supplies, equipment, and other inventory of custodial materials and equipment.
- Develops, evaluates, and prepares performance standard and procedures for custodial services; monitors program for effectiveness and compliance.
- Plan and provides in-service training programs and seminars as assigned; instructs custodial staff in the proper use of supplies and equipment.
- Plans, coordinates, and supervises the landscaping and maintenance of district grounds.
- Coordinates district grounds maintenance activities with supervisors, school administrators, and other governmental jurisdictions.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Coordinates district asphalt re-surfacing program; new construction.
- Oversees snow removal operations on district property.
- Assists in the field investigation on road conditions related to snow and ice.
- Assures compliance with local laws and procedures regarding the storage and disposal of trash, rubbish, and other waste for all buildings with the district.
- Plans and implements pest control programs for all buildings.
- Oversees underground storage tank inspection/file and keep records of inspections reports.
- Coordinates the disposal and sale of surplus capital outlay items.
- Oversees and evaluates the selection of carpet for the district; prepares specifications on carpet and installation.
- Oversees and maintains district owned rental property, keep record of rental agreements for district rental property.
- Serves as the district's liaison for the city and state disaster committee; attends monthly meetings and training sessions on natural disasters and matters on environmental protection within the city (this position requires members to be on call as needed).
- Collects and analyzes data related to energy consumption.
- Inspects facilities to assure energy conservation policies are met.
- Inspects and verifies acceptance of energy management system and controls by contractors.
- Assists in the writing of specifications and recommendations for equipment used with energy management system.
- Oversees the air sampling program conducted by private contractors and maintains a file of results for each school or building affected, verifying acceptable levels of air cleanliness.
- Maintains regular attendance.
- Performs other duties as assigned.

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PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Facility and ground update, custodial training and supervision

EDUCATION AND EXPERIENCE:

- , Bachelor's degree in related field
- Experience related to management, supervision, selection, and evaluation of a large number of employees
- Previous experience with cleaning buildings and maintaining grounds.
- Budget management experience

LICENSES AND OTHER REQUIREMENTS:

- None

Original Date: _____

Revision Date: 01/1995

Revision Date: 07/2012

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