

ASSOCIATE DIRECTOR FOR PLANT OPERATIONS

TITLE: Associate Director for Plant Operations

REPORTS TO: Chief Operating Officer

SUPERVISES: Utility Services Supervisor, Grounds Foreman, Custodial Trainers, Admin. Secretary and Data Entry Clerk

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

DUTIES AND RESPONSIBILITIES:

- Plans, organizes and directs custodial services (cleaning of school and support buildings).
- Prepares and controls plant operations budget.
- Analyzes district custodial related building services needs, schedules and assigns personnel to meet school needs.
- Coordinates, directs and participates in the training assignments of grounds & custodial staff.
- Communicates with vendors to research, test, and evaluate products, equipment, and techniques; selects and purchases supplies, equipment, and other inventory of grounds and custodial materials and equipment.
- Develops, evaluates, and prepares performance standards and procedures for grounds and custodial services. Monitors program for effectiveness and compliance.
- Plans and provides in-service training programs and seminars as assigned. Instructs grounds and custodial staff in the proper use of supplies and equipment.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Coordinates district grounds maintenance activities with supervisors school administrators and other governmental jurisdictions.
- Prepare snow plan for removal of snow and ice from district property.
- Assists in the field investigation on road conditions related to snow and ice.
- Assures compliance with local building codes related to ADA, sidewalk and paving requirements as needed.
- Plans and implements integrated pest control program for all district property.
- Prepares specification and reviews plans for carpet and installation.
- Oversees and maintains district owned rental property, easements and real property within the district.
- Serves as the district's liaison for the city and state disaster committee. Attends monthly meetings and training sessions as needed.
- Collects, analyzes and forecast utility cost related to energy consumption.
- Maintains regular attendance.
- Performs other duties as assigned.

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

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EDUCATION AND EXPERIENCE:

- Bachelor's Degree in related field
- Experience related to management, supervision, selection and evaluation
- Previous experience with cleaning building and maintaining grounds (preferred)
- Budget management experience.(preferred)

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky driver's license required

Original Date: _____

Revision Date: 01/1995

Revision Date: 02/2001

Revision Date: 07/2012