

DIRECTOR OF PHYSICAL SUPPORT SERVICES

TITLE: Director of Physical Support Services

REPORTS TO: Chief Operating Officer

SUPERVISES: Associate Directors of Transportation, Associate Director of Food Service, Associate Director of Warehouse and Purchasing, Associate Director of Maintenance, Associate Director of Plan Operations, Associate Director of Risk Management and Safety, District Construction Manager, Secretary for Physical Support Services

JOB FUNCTION: To provide services for Fayette County Public Schools necessary to ensure a safe, healthy, well-maintained learning and work physical environment which supports the educational process and facilitates student achievement. These services include: facility construction and renovation, real property management, building and building system maintenance, grounds and paving maintenance, custodial services, transportation services, purchasing, warehouse and inventory management, risk management, safety/health/environmental services, and food services.

DUTIES AND RESPONSIBILITIES:

- Recommends to the Superintendent all personnel actions to include selection, retention, discipline, and termination for the department.
- Supervises all aspects of major renovations and new construction of schools and facilities to include budget information, design consultant selection, design reviews, plans and specification reviews, Board approval of project, solicitation of KDE approvals, requests for bids, contract awards and construction management, which includes bi-weekly progress meetings and change order processing.
- Coordinates and facilitates the work of the Local Planning Committee, made up of citizens, school board members, school administrators, teachers, and central office administrators, whose chapter is to develop the 5-year District Facility Plan.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Formulates, submits, and manages a General Fund budget, a Building Fund budget, a Capital Outlay Fund budget, and a Construction Fund budget annually.
- Oversees the formulation, submission, and execution of five additional General Fund budgets to include review and approval of budget submission and transfer of funds approval.
- Develops and recommends to the Superintendent, and the Board, policies and administrative procedures for the areas of school facilities (.05), transportation (.06), food service (.07), and the portion of fiscal management (.04) that deals with purchasing for promulgation.
- Oversees the design and implementation of the District's Facility Maintenance Management Program that includes preventive maintenance schedules and replacement cycles, facility program specifications, building system and system component specifications, renovation cycles, and furnishing specifications.
- Oversees the District's Pupil Transportation Program that includes fleet scheduled and unscheduled maintenance , vehicle replacement, operator training, establishment of routes and stops, and pick-up/drop-off times.
- Oversees the District's Food Service Program to include menu selection, meal production planning and scheduling, procurement, adherence to nutrition and sanitation regulations and requirements, and appealing presentation on the serving line while operating as an enterprise fund.
- Oversees the District's Risk Management and Safety Program that includes protection of District assets, emergency/disaster preparedness, safety in the workplace, hazardous material handling, accident prevention, and indoor air quality and personal protective training against health risks.
- Oversees the District's Central Stores and Inventory Management Program to include ordering, receiving, inventory management, and delivery of high use supplies and equipment, along with property accountability for all durable items costing over \$1000.

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DUTIES AND RESPONSIBILITIES (CONT.):

- Ensures District compliance with local, state, and federal law, along with KDE regulatory guidance, including District building and facilities that meet building codes and Americans with Disabilities Act mandates, and Title IX requirements; work and construction activities that adhere to OSHA requirements and state prevailing wage statutes; contract bidding and purchasing that meet the requirements of the Model Procurement state statute; food service operations that comply with USDA and other federal regulatory guidelines; and transportation services that operate within the state and federal statutes.
- Conducts employee orientation for all new employees of all the department's divisions that explains the District's mission, organization structure, beliefs, goals, parameters, and strategies, along with the Departments mission, visions, goals, core values, operational tenets, and employee rights.
- Makes presentations to the Board and Equity Council; facilitates meetings with project design consultants and school construction/renovation committees; makes presentations to SBDM councils and other parent and staff organizations; serves as member and chairperson of committees composed of employees, parents, and community members to address District-wide issues; coordinates directly with KDE officials concerning facilities, transportation, and food service; makes direct contact with numerous departments of LFUCG; coordinates directly with local developers and landowners to address school facility needs/sites; and makes presentations to LFUCG Planning Commission and Council.
- Sits as a member of the Superintendent's Advisory Council, attends all Board meetings, and assists in chairing the Classified Council.
- Maintain 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:

- BA in Business Administration, Logistical Management, Systems Management, Engineering, or a related field.
- MA in related field (preferred)
- Minimum of five (5) years experience in facilities management, transportation management, construction management, procurement and warehouse management, or food service management, or a combination of thereof.(preferred)

LICENSES AND OTHER REQUIREMENTS:

- None

Original Date: _____

Revision Date: 01/1995

Revision Date: 02/2001

Revision Date: 07/2012