Job Title: Chief of Operations  
Wage/Hour Status: Exempt

Reports to: Assistant Supt. of Human Resources & Administration
Pay Grade: Administrative Professional Pay Grade 9
Dept./School: Maintenance and Operations

Primary Purpose:
Direct and manage maintenance and district’s custodial operations. Maintain physical school plant in a condition of operating excellence so that full educational use may be made at all times. Provide students with a physical learning environment that is safe, clean, attractive, and functional. Direct and manage district’s transportation and vehicle maintenance program. Oversee maintenance of all district-owned vehicles. Ensure safe and efficient operation of transportation department.

Qualifications:

Education/Certification:
Bachelor’s degree
Master’s degree (preferred)

Special Knowledge/Skills:
- Knowledge of basic principles of construction, school plant maintenance, and custodial operations
- Ability to direct and manage operations of a large fleet of vehicles
- Knowledge of energy management and vehicle repair and maintenance
- Ability to manage budget and personnel
- Ability to coordinate district function
- Ability to interpret policy, procedures, and data
- Ability to read blueprints and schematics
- Strong organizational, communication, and interpersonal skills

Experience:
- 3 years of supervisory experience

Major Responsibilities and Duties:

Operations Management

1. Oversee the management of facilities maintenance, custodial, and transportation operations of the district.
2. Incorporate district-level goals into operational objectives to ensure that students arrive at school and school activities safely and on time; and attend school in an environment that is safe, clean, and conducive to learning.

3. Monitor and reevaluate operations departments on an ongoing basis to ensure that district needs are being met in an effective and efficient manner. Implement changes where appropriate.

4. Collaborate with architects and consultants during the design and planning phases of all construction projects to ensure compliance with the district’s specifications, design and construction standards, and building programs. Monitor the progress and compliance of ongoing construction projects.

5. Ensure that the necessary time, resources, materials, and technology to support accomplishment of department goals are available.

6. Assists and recommends procedures in monitoring the construction observation reports by Bond Program Manager.

Routes and Schedule

7. Oversee the preparation and updating of bus routes and schedules for all schools in district and develop plan to meet future transportation needs.

8. Oversee the coordination for transportation for extracurricular activities and special programs.

9. Respond to after-hours emergency calls as needed.

10. Oversee the Pat Raney Center and notify bus drivers, schools, and the public of any changes with the transportation center.

Building Maintenance and Repair

11. Direct and manage custodial, maintenance and repair, security, and central warehouse operations of district.

12. Develop and maintain written departmental procedures for maintenance, repair, operations, and security of all district buildings and equipment.

13. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.

Policy, Reports, and Laws

14. Implement federal and state law, State Board of Education rule, and board policy in all areas.
15. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required.

16. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.

17. Develop training options and improvement plans to ensure exemplary operation of transportation department.

18. Comply with personnel policies and the LISD Employee Handbook

**Vehicle Maintenance and Repair**

19. Direct repair of all district-owned vehicles and oversee plans for preventive maintenance.

20. Process vehicle repair requests and prioritize work orders. Contract for services that cannot be performed in shop.


**Budget and Inventory**

22. Develop and administer the department budget based on documented needs and ensure that operations are cost effective and funds are managed prudently.

23. Compile budgets and cost estimates based on documented program needs.

24. Administer transportation and maintenance budgets and ensure that programs are cost-effective and that funds are managed wisely.

25. Initiate purchases and bids in accordance with budgetary limitations and district policies.

26. Maintain current inventory of supplies and parts to avoid ordering delays.

27. Approve and forward invoices for transportation to accounting department.

28. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

29. Oversee the implementation of purchases related to the bond.

**Personnel**

30. Prepare, review, and revise job descriptions in maintenance, custodian, and transportation departments as needed.

31. Evaluate job performance of employees to ensure effectiveness.
32. Select, train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

Communication

33. Ensure that established goals and expectations related to district operations are communicated clearly, consistently, and in a timely manner.

Safety

34. Ensure that safety standards are maintained in conformance with federal, state, and insurance regulations and a district-wide preventive safety program is developed and implemented.

35. Follow district safety protocols and emergency procedures.

36. Advise administration about inclement weather conditions that may result in the closing of schools or road hazards.

37. Ensure that equipment is maintained in operating and optimum condition.

38. Help organize and conduct training programs to promote a safe work environment.

39. Ensure that transportation equipment is in excellent operating condition.

40. Perform disaster duty as needed (hurricanes, earthquakes, blizzards, etc.).

41. Visit district sites to monitor maintenance operations, ensuring compliance of OSHA regulations, building codes construction standards, environmental agency requirements, life safety standards, and regulations.

Other

42. Prepare and deliver written and oral presentations on operational issues to the board. Attend regular meetings of the board.

43. Perform other duties as assigned.

44. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.

45. Respond to after-hours emergencies as needed.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of maintenance, custodial, transportation, and other staff, and operations department clerical staff.
Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** Frequent districtwide travel; occasional statewide travel; occasional outside work with exposure to extreme hot and cold temperatures, dust, noise, vibration, and chemical and electrical hazards

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____________________________ Date _____________________________

Received by _____________________________ Date _____________________________