



Prospect Heights School District 23 Prospect Heights, Illinois

TITLE: **DIRECTOR OF OPERATIONS**

REPORTS TO: Superintendent and Assistant Superintendent of Finance & Operations

JOB GOAL: The Director of Operations shares responsibility for the supervision of the maintenance & custodial staff and the operation, maintenance, improvement, safety, and security of buildings, grounds, and related equipment at all district facilities.

In coordination with building principals, this individual develops and maintains comprehensive preventive maintenance, energy management, staff development, training, product testing, facilities improvement, life safety and other related programs. The Director is responsible for fostering a positive working relationship between District Administration, maintenance and custodial staff.

QUALIFICATIONS:

- High school diploma required; Some college/college degree preferred
- Experience with oversight of the following trades/services: plumbing, HVAC, electrical, and carpentry
- Experience with operation and maintenance of building mechanical systems (HVAC, security, fire protection, etc.)
- Experience implementing and managing District assets via cloud based work order, asset management, and preventive maintenance programs
- Familiarity with school environment preferred
- Experience in supervising projects and personnel
- Effective communication and presentation skills
- Ability to use computer skills for efficient job operations and responsibilities (i.e. Excel, Word, Google Docs, etc.)
- Skill in coordinating and managing construction and maintenance projects
- Understanding of long-range planning and capacity to interpret design specifications
- Ability to assess maintenance needs and promote preventive maintenance throughout the District
- Knowledge of safety procedures, toxic substances and legal requirements of school

operations and maintenance

- Familiarity with the Illinois School Code and Illinois Health and Life Safety Code
- Valid Driver's License
- Certification of good health

PERFORMANCE RESPONSIBILITIES:

1. Supervise safety, cleaning, and maintenance programs of all District buildings and grounds while seeking input and providing appropriate communication with District/building administration
2. Routinely survey buildings and grounds for necessary repairs & preventative maintenance, while supervising a work order system to address any identified issues/concerns
3. Work closely with various local governmental agencies including neighboring school districts, park districts and municipal governments
4. Monitor and administer the operation and maintenance of building mechanical systems (HVAC, security, fire protection, etc.) with maintenance and custodial staff
5. Oversee the maintenance, programming and operation of all energy and ventilation systems
6. On call as primary contact to respond to buildings and grounds emergencies, calls and/or alarms in coordination with maintenance & custodial staff
7. Supervise the use and maintenance of district vehicles
8. Establish and implement systematic inventory control of all maintenance equipment, supplies and materials
9. Seek and effectively work with vendors, contractors and consultants related to the completion of District operations and capital projects
10. Represents the District in dealing with architects, engineers, and contractors. Prepare and consult with professional services vendors in the preparation of design specifications and cost estimates
11. Participate in all Leadership Team meetings. Meet regularly with building Principals to determine current and future needs for building maintenance and improvements
12. Assist in the preparation and maintenance of the annual operations and maintenance budget, including capital projects relating to master facility planning
13. Monitor the processing of Operations & Maintenance and Capital Projects purchase orders and invoices
14. Oversee, through participation in the District's risk management programs including, but not limited to, workers' compensation, life safety, asbestos abatement, environmental assessments, and crisis management
15. Maintain district-wide facilities management (e.g., checklists, calendars, inspections, etc.) including monitoring regulatory compliance and reporting
16. Participate in training programs to maintain and/or update knowledge and skills

required for the position

17. Provide leadership including, but not limited to, participating in the hiring, training, and evaluation processes of appropriate personnel
18. Serve on the Board of Education's Buildings and Sites Committee and other committees as requested
19. Work with Maintenance Supervisors to oversee all custodial and maintenance personnel as directed in effectively responding to daily needs in accordance with prescribed job expectations, evaluations, policies, standards and planning goals
20. Promote and support the implementation of preventive maintenance initiatives
21. Provide leadership in advising the District in energy conservation and environmental initiatives
22. Provide direct consultative support to the administration and Board in all phases of capital improvement and construction, including the District's long-term facilities plan
23. Coordinates the process of developing and storing records, forms and reports as well as staff training to ensure proper and safe maintenance of facilities
24. Assist in the preparation of the annual operations budget as requested by the Assistant Superintendent
25. Conduct facilities inspections as required by law and/or as prescribed by District planning and needs
26. Develop and implement an effective vacation and summer maintenance program
27. Manage an effective pest control program
28. Direct all activities pertaining to exterior maintenance including, but not limited to, landscaping, snowplowing, roofing, painting and playground equipment
29. Advise the Assistant Superintendent on facilities and ground conditions relative to the emergency closing of schools
30. Develop and maintain the required asbestos management plans for each facility
31. Maintain updated facility blueprints, floor and site plans
32. Manage and coordinate use and scheduling of District facilities by community rental groups or IGA use agreements.
33. Perform other duties as assigned by the Superintendent and Assistant Superintendent of Facilities & Operations

EVALUATION: Evaluated by the Superintendent and/or Assistant Superintendent

TERMS OF EMPLOYMENT:

This is a 12-month position with the work days and calendar established annually by the Board of Education. The District provides a competitive salary and benefits package that is commensurate with experience.