



Job Title:	Director of Operations
Location:	Operations
Division / Department:	Operations
Reports to:	Chief Financial Officer
Level / Grade:	Non-Certified Administrator / IMRF
Type of Position:	Full - time
Hours / Work Year:	Exempt / 12 Month

**Mission Statement:**

Together, we empower, support, and motivate all students to thrive along their unique educational journey.

**About the District:**

Oswego Community Unit School District 308 is a Pre-Kindergarten to 12th grade unit school district that serves the communities of Oswego, Aurora, Joliet, Montgomery, Plainfield, and Yorkville. The District is the 7th largest public school district in Illinois and serves nearly 17,000 students. The community of Oswego, IL is 68 square miles and located approximately 46 miles west of Chicago, IL within an easy commute to all the recreational and cultural activities the city has to offer.

**General Description:**

The Director of Operations & Facilities provides strategic leadership and oversight for all district operations, including facilities management, maintenance, custodial services, grounds, capital planning, and operational compliance. This role ensures that all district facilities are safe, efficient, well-maintained, and aligned with the educational mission of the district. The Director collaborates with district leadership, school administrators, municipal partners, contractors, and community stakeholders to support high-quality learning environments across all district buildings.

**Performance Responsibilities:**

- Coordinate the implementation of long-range facilities master plans aligned with district growth and enrollment projections.
- Lead capital improvement planning, renovations, and construction projects.
- Advise the Superintendent and Board of Education on operational needs, facility conditions, and infrastructure investments.
- Establish operational goals aligned with district strategic priorities.
- Oversee maintenance, custodial, and grounds operations for all district properties.
- Ensure preventive maintenance programs are implemented and monitored.
- Maintain high standards for cleanliness, safety, and operational efficiency.
- Supervise facility use scheduling and community use of buildings.
- Develop and manage departmental budgets.
- Monitor expenditures and ensure cost-effective purchasing and contract management.

- Prepare bid specifications and oversee competitive procurement processes.
- Recommend funding strategies for capital projects and facility upgrades.
- Ensure compliance with local, state, and federal regulations (health, safety, environmental, ADA, fire codes).
- Oversees all management and training of personnel to perform all duties as required with the Public Building Asbestos Abatement Act [225 ILCS 207] and the Asbestos Abatement for Public and Private Schools and Commercial and Public Buildings in IL Code (77Ill. Adm. Code 855).
- Oversee emergency preparedness planning and building safety protocols.
- Collaborate with local fire, police, and emergency agencies.
- Monitor environmental safety, including asbestos management, indoor air quality, and hazardous materials compliance.
- Recruit, supervise, and evaluate operations and facilities staff.
- Promote professional development and workforce training.
- Foster a culture of accountability, teamwork, and customer service.
- Serve as liaison to municipal agencies and community partners.
- Respond to facility-related concerns from administrators, staff, and community members.
- Provide regular reports to district leadership and the Board of Education.

### **Qualifications:**

- Bachelor's Degree in Facilities Management, Business Administration, Engineering, Construction Management, Architecture, or a related discipline or a combination of education and experience. Any combination of education, training, and/or experience which demonstrates ability to perform the required duties.
- Job related experience within a specialized field with a minimum of five years of increasing levels of responsible full-time professional experience in two or more of the following activities: grounds, facilities maintenance, and construction.
- Experience managing capital projects and operational budgets.
- Knowledge of Illinois School Code and public sector procurement practices preferred.
- At least three years of supervisory experience involving public organization facilities maintenance, operations, and construction.
- Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry and grounds maintenance.
- Experience with school custodial services or the equivalent in custodial service in other institutions and/or firms.
- Working knowledge of local, state and federal laws related to the operations and maintenance of school facilities.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Demonstrated skills in exercising sound judgement when evaluating situations and making decisions.
- Strong communication and team building skills.
- Prioritizes equity and rightful presence.

### **Competencies:**

The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

- **Analytical Skills:** Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.

- **Communications and Collaboration:** Strong written and verbal communication skills. Ability to present clearly to the Chief Financial Officer, Board of Education and other stakeholders. Builds positive relationship with staff, unions, contractors, and community stakeholders.
- **Conflict Resolution:** Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflicts.
- **Planning & Organization:** Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Operational Expertise:** Strong knowledge of building systems (HVAC, electrical, plumbing, life safety systems). Expertise in preventive maintenance systems and asset management. Ability to analyze operational efficiencies and implement improvements.
- **Financial Acumen:** Budget development and fiscal oversight skills. Contract negotiation and vendor management expertise. Cost control and resource optimization mindset.
- **Compliance and Risk Management:** Deep understanding of regulatory compliance requirements. Proactive approach to safety, risk mitigation, and emergency planning.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- **Managing People:** Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities and is available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.
- **Teamwork:** Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above their own interests.
- **Problem Solving and Decision Making:** Respond effectively to urgent operational issues. Use sound judgement under pressure. Balances competing priorities in a dynamic school environment.
- **Physical and Work Environment:** Regular visits to school sites and construction areas. On-call availability for emergencies and weather related events.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is frequently required to reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters when performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to moderate. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

*The information contained in this job description is in compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties performed by the individual holding this position may be assigned.*

**FLSA Status:** Exempt

**Bargaining Unit:** Non-Bargaining

**Approved Date:** March 12, 2026