

Orcas Island School District Job Description

DIRECTOR OF OPERATIONS

Reports to: Superintendent
FLSA Status: Non-represented Classified Hourly
Work Schedule: 260 Days

Evaluated By: Superintendent
First Year Hourly Wage: \$47.26
Hours per day: 8

JOB SUMMARY

The Director of Operations is responsible for serving as the administrator for the transportation and facilities departments to ensure safe, timely, and efficient operations. Performs administrative and supervisory work in the non-academic operations of the school including financial oversight, management and reporting, purchasing, event planning and management, transportation, custodial and maintenance/facilities oversight.

ESSENTIAL JOB FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. The employee may perform all or a combination of several of the following duties:

- Coordinate, supervise and participate in the maintenance, grounds and custodial services of the district's schools and related facilities.
- Monitor the performance and provide direction to the facilities staff for the purpose of ensuring work is completed accurately and in a timely manner.
- Coordinate and conduct safety and maintenance/grounds training with new and current employees.
- Develop short-and-long range plans and daily, monthly and yearly staff work schedules.
- Schedule staff and substitutes as necessary to meet the needs of staff, students and community users.
- Assist administration in the hiring process of facility employees and substitutes.
- Oversee system for monitoring work order completion, including screening of work orders and follow-up information to administrators and maintenance and custodial staff.
- Regularly inspect district facilities/grounds for the purpose of ensuring that the site is suitable for safe operations; monitor for needed repairs and maintenance; establish and recommend priorities on repair projects.
- Direct all summer maintenance/custodial projects.
- Establish district-wide preventive maintenance, renovation, replacement and safety programs; oversee district's security systems.
- Establish a system for dealing with emergency repair problems with efficiency and cost effectiveness; respond to emergency alarms and call-outs.
- Evaluate and recommend the purchase of new equipment and supplies. Monitor expenditures and ensure that appropriate stock levels are maintained.
- Supervise, plan, direct, communicate and coordinate all functions for the Transportation and Facilities departments by working directly with the Facilities Director and Head Bus Driver.
- Have a working knowledge of federal, state, and local laws and regulations relating to student transportation and school district facilities.
- Develop Transportation and Facilities Department budgets and approve the expenditure of funds as allocated.
- Develop specifications for purchasing buses, motor vehicles and associated equipment; also plan for and make recommendations for replacement of buses and other vehicles.
- Collect data and develop all required bus transportation reports with extensive use of data processing; ensure all required reports are submitted to the proper agencies on a timely basis.
- Coordinate bus schedules and stops in conjunction with the Head Bus Driver.
- Evaluate and direct all aspects of the district facilities and maintenance plan to provide a proper environment essential for student learning.
- Establish and maintain working relationships that foster efficiency and productivity and promote cooperation with administrators, fellow employees, students, parents, vendors and the public.

- Evaluate situations and take appropriate action.
- Work independently with a minimum of supervision.
- Attend meetings and trainings as directed.
- Maintain records as needed; comply with all district policies and procedures and state and federal regulations.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High School Diploma or the equivalent, two years of college in a related field preferred.
- Three years of facilities/grounds related experience with increasing levels of responsibility.
- Knowledge of student transportation operations.
- Two years successful supervisory experience in a school or industrial environment.
- Practical knowledge and experience of institutional maintenance, grounds and custodial skills and practices.

Skills

- Ability to effectively manage staff and resources to ensure facility /grounds needs are met during the school year and summer months.
- Ability to be fair and consistent when working with staff.
- Ability to work independently or in a team environment; ability to exercise a high degree of independent judgment and decision-making.
- Ability to initiate, organize, set priorities, manage time, attend to detail and follow through on a variety of tasks.
- Ability to solve problems calmly, analyze issues, create plans of action and reach solutions.
- Ability to communicate effectively with others both orally and in writing and to establish and maintain professional, cooperative working relationships with district staff and the public.
- Ability to manage annual budgets.
- Ability of perform basic math, including calculations using fractions, percentages and/or ratios.
- Ability to use multiple computer programs for communications, data input and analysis, scheduling, etc.
- Ability to maintain confidentiality.
- Ability to report to work with regular and reliable attendance and punctuality.
- Ability to lift and/or move up to 50 pounds and willing and be able to abide by safety rules and standards, including safe lifting techniques.
- Ability to stand, walk, lift, bend/stoop, push/pull, handle/finger and reach.

WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee will work in a school environment that will include working both indoors and outdoors and in inclement weather. The employee may experience frequent interruptions and exposure to chemicals, paint, adhesives, lawn care products, moving equipment and machinery, vibration and jarring, and noise from power equipment and dust. The employee will be required to climb ladders and stairs, reach, squat and push and pull equipment and must be able to grasp, handle and grip without difficulty on a continuous basis. The employee must be capable of standing and walking for prolonged periods without restrictions and must be able to lift and carry objects weighing from 0-50 pounds. The employee may work on roofs of single and two-story buildings and be required to work in confined spaces. The employee must adhere to district and Labor and Industries safety programs. The flow of work and character of duties involves normal mental and visual attention much or all of the time. Concentration and attention to detail for repetitive tasks is required. The employee may deal with distraught or difficult individuals and is exposed to infectious diseases carried by children.

SPECIAL REQUIREMENTS

- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Must be willing to respond to off-hour emergency calls.
- Valid Washington State driver's license and evidence of insurability.
- Completion of all district required trainings within sixty (60) calendar days from date of hire.

The Orcas Island School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Section 504/ADA and Title IX Coordinator: Becky Bell, Special Education Director, 360-376-1562, bbell@orcas.k12.wa.us, Orcas Island School District, 557 School Rd., Eastsound, WA 98245

Civil Rights Compliance Coordinator: Eric Webb, Superintendent, 360-376-2284, ewebb@orcas.k12.wa.us, Orcas Island School District, 557 School Rd., Eastsound, WA 98245