

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

**DIRECTOR OF OPERATIONS I**

**POSITION:** Director of Operations I

**REPORTS TO:** Assistant Superintendent of Supporting Services

**LOCATION:** Division of Supporting Services

**NATURE OF WORK:**

Directs the planning, development, implementation, administration, and evaluates the operation of plant. Provides leadership, vision and strategic plans for effective and efficient operations. Areas of management include building services, personnel management of staff that includes school based and central office based personnel, custodial equipment and supplies, and environmental services such as: asbestos and mold monitoring, chemical removal, recycling, refuse removal, integrated pest management and grass cutting for grounds. This position also oversees the Division of Supporting Services warehouse operations and operation of the Print Shop and internal mail delivery for the school system.

**ESSENTIAL FUNCTIONS:**

- Develop, implement, and manage the operations annual budget;
- Develop district-wide programs to organize, train staff and manage building service operations;
- Visit all facilities to respond to staff requests and emergency situations at any hour;
- Assess conditions, initiatives and corrective measures to minimize disruptions to building operations;
- Provides coordination to improve the functioning of the operations section;
- Ability to communicate effectively, both orally and in writing;
- Directs and evaluates employees to include recommending the employment of new personnel, recognizing and disciplining existing personnel;
- Approves leave and overtime requests, and completes necessary personnel forms; and
- Experience in labor relations, to include union related matters.

**DUTIES AND RESPONSIBILITIES:**

These examples are illustrative and not all inclusive:

- Manages the activities and services of the Operations Department. Plans and implements long and short-range objectives which relate to the departmental and institutional objectives;
- Prepares and defends annual budget requests for the operations area and administers the approved budget;
- Evaluates the area's operational program for efficiency, effectiveness, and economy. Makes changes as appropriate;
- Provides leadership and coordination with other staffs in responding to findings by all outside agency inspections in order to assure adequate housekeeping, safety, and health standards are met;
- Maintains liaison with school administrators to satisfy the needs of the educational environment;
- Reviews and evaluates employee performance;
- Analyzes work methods and utilization of employee time. Makes timely corrections/adjustments;
- Manages staff hiring and requests for staff termination;
- Determines staffing requirements;

- Establishes plans, and implements in-service training programs to improve employee competency;
- Directs the preparation of specifications for contractual services, supplies, and equipment.
- Investigates and evaluates new materials, techniques, and methods to assure cost-effective program;
- Ensures the building services of the schools' is maintained at the highest possible level;
- Maintains liaison with appropriate governmental agencies, such as environmental agencies, occupational safety-health agencies, county fire, and health departments;
- Maintains a proactive Integrated Pest Management Program;
- Managing the operation of the Print Shop which consists of handling the budget and work requests;
- Maintains records for compliancy of State and or Federal codes and regulations;
- Ability to read and understand building related blueprints;
- Computer literacy;
- Demonstrated ability to speak before large diverse groups and write effectively;
- Coordinates events and works with other directors and supervisors within the school system to assure effective implementation of all operations programs that affect schools;
- Oversees the management of the operations department equipment and supplies;
- Manages the warehousing and staging of supplies; and
- Evaluates and makes recommendations for print shop operations and equipment.

#### QUALIFICATIONS:

A bachelor's degree in business management or related field and two years experience in facilities management or six years of increasingly responsible experience in facilities management including responsible supervision of large scale physical plant; or an equivalent combination of education and experience-with institutional experience being the most desirable. Possession of an active 1<sup>st</sup> Grade Stationary Engineer's License from the State of Maryland is desirable. Demonstrated knowledge and experience for building operation support systems (boilers, chillers, air handlers, pumps, security equipment), and large scale cleaning.

#### TERM OF EMPLOYMENT:

Full-time twelve-month position.

#### SALARY GRADE RANGE:

The salary for this position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range G.

#### BARGAINING UNIT ELIGIBILITY: SMASA