



JOB DESCRIPTION

Head of Operations

JOB TITLE:	Head of Operations
REPORTS TO:	Superintendent and Principals
JOB GOAL:	To provide students with a safe, attractive, comfortable, clean and efficient place in which to learn, play, and grow.
TERM OF EMPLOYMENT:	12 months
EVALUATION:	Annually-based on job performance, effort, and enthusiasm.

ESSENTIAL FUNCTIONS:

- A. To work with the administration to evaluate the efficient, effective and safety of the plant, grounds and transportation.
 - 1. Work with Superintendent when scheduling necessary overtime work.
 - 2. Operate with a central storeroom and supply delivery for distributing equipment, tools, and supplies.
 - 3. Maintain safety standards in compliance with state regulations, helps develop and implement a safety plan and correct safety hazards.
 - 4. Assist the building principals in facilitating emergency procedures and drills.
 - 5. Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
 - 6. Maintain a regular service schedule on all motors and mechanical equipment.
 - 7. Unlock doors at 7:55 a.m. and lock doors at 8:15 a.m.
 - 8. Maintain a record that identifies which keys open which door locks.
 - 9. Maintain an inventory of staff key rings.

- B. To work with the administration to develop appropriate, efficient and effective staff to which the Head of Operations can work with, delegate, and/or assign partial duties associated with this job description.
 - 1. Assist in the recruiting, interviewing and hiring of custodial, bus and maintenance personnel.
 - 2. Make recommendations on promotion and/or release of custodial, bus and maintenance personnel.
 - 3. Establish a training and inservice program for all custodial, bus and maintenance personnel.
 - 4. Conduct meetings of the custodial, bus and maintenance personnel when deemed necessary for the purpose of training or morale.

- C. To budget for necessary custodial and maintenance supplies and equipment.
 - 1. Work with the bookkeeper in establishing an efficient system of purchase orders and requisitions so that most purchases will be made by purchase order.
 - 2. Approve all purchases associated with the duties of this job description prior to the Superintendent's approval.
 - 3. Maintain an appropriate inventory of equipment, tools and supplies.
 - 4. Insure proper supplies are on hand in each building.

- D. To perform, supervise, and/or delegate jobs associated with cleaning and maintenance of plant and grounds.
1. Establish and administer schedules and procedures for the custodial care and maintenance of the school.
 2. Establish and assist in implementation of the building, grounds and transportation school improvement action plan that includes the summer maintenance goals.
 3. Inspect each building on a regular basis and prioritize needed repairs and maintenance.
 4. Maintain and implement a painting schedule.
 5. Inspect fire alarm systems and fire extinguishers on a regularly scheduled basis and confer periodically with the fire inspector to determine maintenance programs necessary within the buildings.
 6. Move furniture and equipment within buildings as required for various activities.
 7. Perform such yard keeping chores as grass cutting, picking up trash, and etc. to keep the school grounds safe and attractive.
 8. Confer with Superintendent in making plans for landscaping and maintenance programs for the school grounds.
 9. Prepare a watering schedule and determine a need for spraying and fertilizing trees, shrubs and grass.
 10. Remove snow from sidewalks and parking areas.
- E. To perform, supervise, and/or delegate jobs associated with scheduling and maintenance of transportation.
1. Establish schedule of preventive maintenance for all school vehicles.
 2. Assist in the establishment of bus routes and time schedules for the transportation of school children.
 3. Assist the Principals in planning activity bus trips.
 4. Maintain vehicle records and assist Superintendent in vehicle acquisition decisions.
- F. To be responsible for duties other than those listed as may be assigned by the Superintendent and/or Principals.

PHYSICAL REQUIRMENTS:	Never 0%	Occasionally 1-32%	Frequently 33-66%	Constantly 67-100%
a. Standing			X	
b. Walking			X	
c. Sitting			X	
d. Bending/Stooping		X		
e. Reaching/Pushing/Pulling		X		
f. Climbing		X		
g. Driving		X		
h. Lifting (25 lbs. max)			X	
i. Carrying (75 ft.)			X	
j. Telephone		X		
k. Computer			X	

OTHER REQUIREMENTS (Intellectual, Sensory):

- Ability to display both persuasiveness and patience when working with others.
- Ability to maintain emotional stability during periods of stress.
- Ability to make a variety of decisions regarding personnel selection and direction.
- Ability to organize and implement management systems and procedure.
- Visual and auditory requirements.
- Communication and organizational skills.
- Manual dexterity with hands – operate various tools and equipment.
- Knowledge of equipment.
- Ability to understand that students are our products.

WORKING CONDITIONS:

- A. Inside Outside Both

B.

Climatic Environment	Amount of Time			
	None	Up to 1/3	1/3 to 2/3	2/3 & More
Wet, humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

C.**NOISE LEVEL:**

	Very Quiet (Examples: forest rail, isolation booth for hearing test)
	Quiet (Examples: library, private office)
X	Moderate Noise (Examples: business office with typewriter and/or computer printers, light traffic)
	Loud Noise (Examples: metal can manufacturing, department, a large earth-moving equipment)
	Very Loud Noise (Examples: jack hammer, front row at rock concert)

D. HAZARDS:

- Back injury from improper lifting, etc.
- Slipping on wet floors and ice.
- Electrical shock.
- Chemical burns.

RECEIPT & VERIFICATION

The undersigned hereby acknowledges receipt of a copy of the Head of Operations Job Description, AND verifies that the undersigned is capable of performing all tasks associated with this job description.

 Signature

 Date