

<b>Job Title:</b>	Director Operations Services	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Chief of Operations	<b>Pay Grade:</b>	108
<b>Dept. /School:</b>	Operations 18, 2024	<b>Date Revised:</b>	September

**Primary Purpose**

Provide students with a physical learning environment that is safe, clean, attractive, and functional. Promote and contribute to the educational process. Provide executive leadership in the management capacity of operations support services by working closely with the chief operations officer and other members of the operations leadership team to facilitate district support between central office, schools, and community.

**Qualifications****Education/Certification**

Bachelor's Degree in Architecture, Engineering, Construction Management or related field

**Special Knowledge/Skills**

- Knowledge of basic principles of construction, landscaping and building maintenance
- Ability to manage budget and assigned personnel
- Ability to interpret policies, procedures, and data
- Strong analytical skills, public relations, communication, presentation and interpersonal skills
- Knowledge of municipal codes and ordinances
- Knowledge of bid preparations, project supervision and contract administration
- Strong organization, communication, and interpersonal skills
- Knowledge of Operations Management
- Clear and valid Texas driver's license

**Experience**

Three (3) years' experience in maintenance operations

Three (3) years' supervisory experience in maintenance operations or construction management

**Major Responsibilities and Duties Management**

1. Provide leadership, to ensure initiatives related to support services are result-oriented and aligned with the district's mission, beliefs, and strategic goals.
2. Serve as a team member of the operations leadership team and participate in district-wide planning, development, and evaluation to support divisional initiatives and processes.
3. Provide input in development of policies and administrative guidelines for areas of responsibility, and support implementation of programmatic goals and objectives district wide.
4. Advice and counsel the chief operations officer on areas of responsibility and recommend necessary actions for the most efficient operation.
5. Exercise proactive leadership in promoting the vision and mission of the district and empower others to make decisions and carry out responsibilities in support of the district's objectives.
6. Prepare and deliver written and oral presentations to the board of trustees and superintendents cabinet on operational issues and regularly attend community and board meetings.
7. Work with legal staff on contracts, Request for qualifications and proposals advertisement.
8. Serve with other educational leaders on work groups, committees, and project action teams that directly support schools.
9. Develop and maintain a district long range facility master plan.
10. Develop and maintain a comprehensive furniture replacement schedule.
11. Work with the district operations leadership and bond strategist on bond planning.
12. Develop a comprehensive property acquisition plan.
13. Organize the sale of district surplus properties and delegation of future development.
14. Attend regular owner architect construction meetings.

15. Work with the procurement department on the liquidation of surplus fixed assets.
16. Serve as a community liaison for the operations leadership team.

**Policy, Reports and Law**

17. Complete periodic reports of construction project progress and make presentations to the Board.
18. Coordinate the storage and handling of construction documents.
19. Record and report all warranty time and make final warranty check prior to end of warranty periods.
20. Compile, maintain, and file all reports, records, and other documents required.
21. Budget and Inventory
22. Assist in the development and preparation of department's budget.
23. Estimate cost of construction and repair projects, including labor, materials, and other related costs.
24. Assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.
25. Assist with the evaluation of formal bids and makes recommendations for the awarding of contracts for Board approval.
26. Review and approve requests for payment.
27. Ensure that programs are cost effective, and funds are managed accordingly.
28. Compile budget and cost estimates based on documented needs.

**Personnel Management**

29. Assign work to maintenance personnel and oversees completion.
30. Prepare, review, and revise job descriptions in maintenance department.
31. Evaluate job performance of employees to ensure effectiveness.
32. Recruit, train, and supervise maintenance personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.
33. Define job performance expectations of subordinate staff, evaluate job performance, conduct conferences, and develop training options and improvement plans to ensure the best operation of the department.

**Safety**

34. Maintain safety standards in conformance with federal, state, and insurance regulations; and develop a program of preventive safety.
35. Ensure equipment is maintained, operating and optimum condition.

**Communication and Community Relations**

36. Serve as a liaison between the El Paso Independent School District and various municipal, county and state agencies, professional organizations, and utility companies concerned with construction and land use planning.
37. Articulate to the public the District's mission and goals and department support for these directions.
38. Communicate with the staff, community, media, and Board.

**Other**

39. Attend professional growth activities to keep abreast of innovative technique in maintenance operations
40. Respond to after-hours emergencies as needed.
41. Perform other duties as assigned by supervisor.

**Supervisory Responsibilities**

Supervise assigned personnel as needed

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress and works with frequent interruptions, occasional prolonged and irregular hours. Frequent districtwide travel; work indoor and outdoor to conduct on-site inspections of maintenance facilities.

**Budget and Inventory**

1. Prepare and administer the department’s budget and monitor budgets for assigned departments.

**Other**

2. Perform duties related to a disaster when needed.
3. Attend professional development activities to keep abreast of innovative techniques in maintenancercustodial, transportation and food & nutrition operations.
4. Respond to after-hours emergencies when needed.
5. Perform other duties as assigned by supervisor.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_  
 Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.