



NORTHVILLE PUBLIC SCHOOL DISTRICT

Human Resources
501 West Main Street
Northville, Michigan 48167

ADMINISTRATIVE POSTING

DATE: October 10, 2017

POSITION: DIRECTOR OF OPERATIONS

SALARY RANGE: Minimum of \$85,000 - subject to prior experience and credentials

EXPECTED START DATE: Available Immediately (but, start date negotiable)

REPORTS TO: Assistant Superintendent for Finance & Operations

SUMMARY: Responsible for the efficient and effective management of plant operations, maintenance of buildings, grounds and site, liaison to monitor transportation and custodial contracted service providers, utilities distribution, safety and security, OSHA compliance, energy conservation, facility planning and construction, engineering, community facility use, environmental issues, co-operative relationships with local agencies and other duties as assigned.

MINIMUM QUALIFICATIONS

1. Associate's Degree and/or licensure in a building-related specialty or closely related field - and/or significant experience. Degree in mechanical, electrical or industrial engineering is preferred
2. Valid Michigan Driver's License, with a CDL license and experience strongly preferred
3. Previous work experience with and knowledge of plant operations, maintenance, grounds, custodial, and pupil transportation services
4. MSBO Facilities Director Certification, or commitment to obtain this certification within three years of employment
5. Demonstrated ability to establish and maintain effective working relationships with direct reports, Building and Department Administrators and other District staff, vendors, contractors, and residents and local businesses
6. Must be available 24/7 for emergency situations related to job duties
7. Maintain regular and consistent attendance (while also monitoring Operations staff attendance)
8. Evidence of strong organizational and communication skills. Must be able to speak, read and write at a proficiency level that enables satisfactory job performance
9. Demonstrated proficiency using computer technology and information systems (e.g. Microsoft Office, Google or Outlook e-mail. Knowledge of SchoolDude Maintenance Direct and Facility Scheduler preferred)
10. Must be professional in appearance and responsible for maintaining professionalism at all times
11. Must be willing to attend and participate in seminars and in-service training
12. Must be available to attend Board of Education meetings, and as necessary, present information and recommendations

MAJOR DUTIES AND RESPONSIBILITIES:

1. Operations:
 - a. Supervise and direct Operations Department staff
 - b. Ensure the efficiency of work force and analyze cost reduction strategies
 - c. Develop and implement programs for the efficient operation of all school district buildings and grounds, their security/safety systems, and cleanliness and sanitation. Conduct periodic inspections of facilities to ensure that these objectives are being met
 - d. Demonstrate initiative and take proactive measures to make recommendations where appropriate. Seek resolution to issues that can help move the district forward.
2. Maintenance:
 - a. Assign work orders and monitor work order completion timing. Communicate effectively with District staff who initiate work order requests as to completion status
 - b. Implement a preventive maintenance (PM) program for all facilities, mechanical and electrical systems, utility systems, and grounds – and integrate the PM program into the District’s on-line work order system
 - c. In conjunction with the District’s Owners Representative, develop an annual priority list for regular and deferred maintenance, repairs and replacement projects for all facilities including capital equipment, roofs, paving, capital improvements, painting, and athletic fields, etc.
 - d. Develop an energy management program and system of usage monitoring and reporting
3. Custodial:
 - a. Provide support and feedback to the District’s custodial contractor. Through periodic on-site building inspections, monitor contractor performance to ensure staffing and cleaning specifications and frequencies are being met
 - b. Meet regularly with Building Administrators and Department Directors to ensure cleanliness and sanitation standards are being achieved
4. Project Engineering & Implementation:
 - a. Serve as the lead Operations Department representative in facility and site bond and Sinking Fund projects – from design (with the District’s architect) through construction monitoring (with the District’s Construction Manager)
 - b. Participate in the selection and monitor the performance of trade contractors in the performance of their duties
 - c. Liaison with the District’s Owners Representative in developing a project spending and construction plan
5. Safety & Security:
 - a. Work collaboratively with Ed Tech to ensure that the District’s safety and security systems and equipment provide maximum safety and security for students and staff
 - b. Inspect all buildings and equipment on a regular basis to ensure that all fire and safety regulations are adhered to
 - c. Responsible for OSHA compliance
 - d. Ensure a compliant Chemical Management Plan that includes all District facilities
 - e. Identify improvements – either facility or processes – that would build upon existing safety and security systems to further assure the safety of District students staff and visitors
 - f. Assist in developing a comprehensive and cohesive District safety plan, by working with the Assistant Superintendent of Finance & Operations to review existing safety procedures and crisis response plans, and revise as appropriate
6. Transportation:
 - a. Provide support and feedback to the District’s pupil transportation contractor
 - b. Serve as a liaison to the contracted service provider in resolving bus route issues and concerns, while adhering to all District transportation program guidelines
 - c. Develop an affordable bus replacement plan, and make recommendations for bus replacement and disposal to the Assistant Superintendent of Finance & Operations
 - d. Assess road conditions during inclement weather, and advise the Superintendent on school closings (or delays)

7. Department Personnel:
 - a. Responsible for ensuring all mandatory staff training requirements are fulfilled, and work collaboratively with the Assistant Superintendent of Human Resources to develop plans to meet new training mandates as they may emerge
 - b. Align the administration of the Operations Department with Board policies, District Administrative Procedures, and the Local 214 collective bargaining agreement
 - c. Assist Human Resources in the recruitment and selection of Operations employees
 - d. Consistently administer the terms of the collective bargaining agreement that pertain to Operations employees
8. Use of Building Facilities:
 - a. In conjunction with Ed Tech and the Building Administrators, review and approve requests for District facility use by student and parents groups, and community users after normal school operating hours and days when schools are not in session
 - b. Responsible for regulations governing use of buildings and equipment.
 - c. Seek additional revenue opportunities for renting/leasing District facilities when they are available
9. Budget:
 - a. Work with the District Controller to establish Operation Department line item budgets
 - b. Routinely monitor and control operational and maintenance costs within budget, and meet at least quarterly with the Assistant Superintendent of Finance & Operations to review departmental budget performance
10. Board Policy and Regulation:
 - a. Recommend and enforce District policies and procedures while maintaining cooperative relationships with all district organizations and community members, and stakeholders
11. Environmental Regulations:
 - a. Responsible for implementing all processes, record keeping, training and services required to meet the promulgated State and Federal rules, regulations and laws pertaining to all environmental issues
12. Utility Management:
 - a. Monitor and assess the District's use of natural gas, electricity and water, and identify areas of waste and opportunities for cost reduction
 - b. If applicable, work with the District's internal or contracted energy consultant
13. Communication:
 - a. Establish consistent and effective systems of internal stakeholder communication that support the work, goals and initiatives of the District
 - b. Establish a means for site-based concerns, suggestions and needs to be realized and resolved by the Operations Department
 - c. Interact with parents, community members, vendors, etc. in a manner that promotes the District's vision and mission, while demonstrating a clear commitment to customer service

METHOD OF APPLICATION:

Qualified applicants should apply online via the District website. Please include a letter of intent, resume, other supporting documentation of credentials, letters of recommendations, and District application, attention to:

Northville Public School District
Mr. Dave Rodgers

Assistant Superintendent of Human Resources
501 West Main Street
Northville, Michigan 48167

TERMS OF EMPLOYMENT: **Non-Instructional Administrator Contract**

APPLICATION DEADLINE: **Until Filled**

Posting Authorized: 10-9-17 by Dave Rodgers, Asst. Superintendent of Human Resources

NORTHVILLE PUBLIC SCHOOLS NON-DISCRIMINATION STATEMENT

No person applying for employment at Northville Public Schools shall, on the basis of race, color, national origin, gender, age, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment.

We are an equal opportunity employer.