



SECTION I: GENERAL INFORMATION

Position Title: Director of Buildings and Operations	Department: Operations
Immediate Supervisor's Position Title: Executive Director	<u>FLSA Status:</u> Exempt
Job Summary: The Director of Operations and Facilities provides strategic leadership and daily oversight of district non-academic operations, including facilities, grounds, food service. This position ensures a safe, well-maintained, and student-centered environment that supports the district's mission of academic and personal excellence. The role is central to fostering operational excellence and supporting student success through upholding safety, compliance, and efficiency across departments.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Operational Oversight

- Lead all non-academic operational functions of the district.
- Ensure buildings, grounds, and operational services are maintained to high standards.
- Implement district-wide safety protocols and emergency preparedness procedures.

Facilities and Grounds

- Oversee custodial, maintenance, and groundskeeping operations.
- Ensure compliance with all health, safety, and building regulations.
- Coordinate preventative maintenance and facility improvement projects.
- Manage facility rentals and external use of school buildings.

Food Service Oversight

- Supervise all aspects of the district's food service operations.
- Ensure compliance with USDA and state nutrition guidelines.
- Oversee food quality, safety, budgeting, and kitchen equipment maintenance.
- Collaborate with food service staff to promote student wellness and positive dining experiences.

Strategic Planning and Policy

- Assist with strategic and long-range planning related to operations and programming.
- Participate in the development and implementation of policies, procedures, and budgets.
- Support continuous improvement and alignment with district goals.

Communication and Collaboration

- Represent operational departments to the School Board, families, and community.
- Maintain collaborative working relationships with school leaders, staff, and stakeholders.
- Coordinate school-wide operational events such as Picture Day and logistical setups.

Supervision

- Directly supervise custodians, maintenance staff, groundskeepers, food service coordinators, coaches, and advisors.
- Provide supervision and guidance to assessment support staff.
- Conduct evaluations, ensure compliance, and foster a culture of high expectations and support.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.) NA	
	less than high school diploma			Master's degree preferred.	
				Bachelor's degree in Education, Business Administration, Facilities Management, or a related field.	
	1 year college		2 years college		
	3 years college	x	4 years college x		
	1 st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of building systems such as HVAC, maintenance procedures, and safety regulations • Budget development and resource management • Strong leadership and personnel supervision skills • Communication and relationship-building abilities • Project planning and facility logistics coordination • Familiarity with local and state regulations related to school operations and food service 	
	2nd year graduate level				
	Doctorate level				
Required Work Experience in Addition to Formal Education/Training: <ul style="list-style-type: none"> • Minimum 3 years of experience in facilities, school operations, or related administrative leadership. 					

- Experience in food service oversight and compliance preferred.

LICENSE/ CERTIFICATION

Identify licenses/certification required upon hiring:

- Administrative, Facilities Management, or related certification/license preferred

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK

Skilled in:

- Knowledge of building systems, maintenance procedures, and safety regulations
- Budget development and resource management
- Strong leadership and personnel supervision skills
- Communication and relationship-building abilities
- Project planning and facility logistics coordination
- Familiarity with local and state regulations related to school operations and food service

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
	Head Custodial	
	Cleaning Staff-Or Contractors	
	Maintenance Technician(s)	
	Food Service Coordinator / Kitchen Manager	
	Food Service Staff	
TOTAL		0

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: 0	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: This position may involve exposure to varying weather conditions, loud equipment noise, cleaning chemicals, and occasional work in mechanical rooms, rooftops, or confined spaces. The role may require response to facility emergencies outside of regular work hours, including inclement weather, utility failures, or security situations.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit		X		
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds		X		
up to 100 pounds		X		
more than 100 pounds		X		

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
<p>Physical requirements associated with the position can be best summarized as follows:</p> <p>Light to Medium Work: This position requires a combination of office-based tasks and regular movement across district facilities. The Director may occasionally inspect buildings, attend site meetings, supervise staff, or respond to operational issues, which may include light to moderate lifting (up to 50 pounds), climbing ladders, and walking long distances across campuses. Flexibility and responsiveness to varied physical environments are essential.</p>

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History

Date Board Adopted:_____