

HATTIESBURG SCHOOL DISTRICT JOB DESCRIPTION

TITLE: DIRECTOR OF OPERATIONS

QUALIFICATIONS:

1. Post-high school degree or certification preferred
2. Good physical health
3. Demonstrated skills in communication (oral and written)
4. Must possess supervisory skills
5. Have general knowledge of land descriptions and leases
6. Have general knowledge of building trades
7. Able to set priorities

SUPERVISES: Maintenance personnel and Transportation Supervisor

REPORTS TO: Assistant Superintendent

JOB GOAL: To maintain the physical plants in a condition of operating excellence so that full educational use of them may be made at all times. To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extracurricular activities offered by the Hattiesburg Public Schools. Serve as District Risk Manager.

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. To manage and supervise all buildings and repair projects
2. Maintains safety standards and compliance with state and federal laws, regulations, and policies with regard to school building and grounds, school transportation, and risk management
3. Develops a program of preventive safety rules
4. Recruits, trains, and supervises all transportation, maintenance and grounds personnel. Makes recommendations for personnel employment, transfer, promotion, and release
5. Administers the building purchased services, landscape maintenance, and transportation budget.
6. Authorizes purchases in accordance with budgetary limitations and district rules
7. Maintains all district owned physical plant and transportation equipment and develops plans for preventive maintenance
8. Submits all reports required by the State Department of Education
9. Examines school buildings on a regular basis for needed repairs and maintenance
10. Establishes priorities on repair projects
11. Estimates the cost of repair projects
12. Lays out and inspects work and assists maintenance crew members
13. Develops a system for dealing with emergency repair problems with efficiency
14. Establishes a regular preventative maintenance program

15. Maintains and submits records as are required to local, state, and federal agencies
16. Develops recommendations for future growth and building land needs
17. Have a working relationship with contractors and architects
18. Advises the Superintendent on road hazards for decisions of school closing during inclement weather
19. Cooperates with school principals and others responsible for planning school sponsored trips
20. Cooperates with principals and site supervisors to ensure that facilities maintain a clean and orderly environment experience the many benefits that come from pride and ownership among students, faculty and the support of the community
21. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities
22. Prepares bus routes for schools in the district
23. Acts as liaison with parents on bus complaints and special requests
24. Develops recommendations for future transportation needs
25. Successfully completes the district staff development program
26. Demonstrates prompt and regular attendance
27. Supports the Hattiesburg Public School District Mission, Vision, and Strategic Plan
28. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Trustees

EVALUATION: Annually