

## DIRECTOR, MAINTENANCE & OPERATIONS

Volusia County Schools is seeking a Director, Maintenance and Operations. This person will provide executive level leadership for the maintenance, operations, environmental, and safety in an efficient and effective manner which best supports the educational process and needs of the Volusia County Schools.

Please visit our website for the full job description and instructions on how to apply, applicants must electronically apply at [Director, Maintenance & Operations](#) and email a letter of interest and resume to Dana Paige-Pender, Chief Human Resources Officer at [elgonzal@volusia.k12.fl.us](mailto:elgonzal@volusia.k12.fl.us); no later than 5:00 PM December 11, 2018. Open until filled.

Salary range is \$87,853-\$100,983 determined by verified experience.

School Board of Volusia County does not discriminate based on race, color, national origin, sex, disability, marital status, pregnancy, political beliefs, sexual orientation, or age in its educational programs, services or activities, or in its hiring or employment practices.

### JOB DESCRIPTION

#### REQUIRED QUALIFICATIONS:

- Bachelor's Degree in engineering, business administration, construction management or a related field
- Ten (10) years experience in a managerial capacity related to maintenance and physical plant operation in the public or private sector
- Five (5) years experience in fiscal responsibility to include budget preparation, forecasting and control
- Five (5) years experience in strategic planning
- Experience in the field of educational facilities preferred
- Possess a valid Florida Driver's License; if a holder of any other valid US state-issued Driver's License, agree to acquire a Florida Driver's License within thirty (30) days of employment, except in a case where accommodation is required
- Must be able to operate school board vehicles, when assigned, in accordance with operational procedures and School Board Policy 505

#### REQUIRED SKILLS:

- Knowledge of facility construction and related fields, including various operating systems such as heating and air conditioning, electrical and other maintenance crafts
- Strong supervisory skills, including coaching, training and organizational development
- Strong written and verbal skills, including presentation and negotiation skills
- Knowledge of administrative computer applications
- Ability to work closely and communicate with diverse individuals and groups, the work force, professional staff and school community in carrying out responsibilities
- Knowledge of long-range planning processes
- Demonstrated knowledge of Florida law, regulations and policies as it pertains to school district construction, personnel, maintenance and operations
- Ability to complete tasks through planning, decision making and implementation processes
- Ability to analyze technical and manpower needs and develop priorities for safety, cost effectiveness, facility operation and organizational changes
- Familiarity with quality systems
- Ability to work as a member of a leadership team

**REPORTS TO:** Chief Operating Officer

#### SUPERVISES:

Assistant Director, Maintenance and Operations	Coordinator, Fire, Health and Safety
Administrative Secretary	Support Staff as assigned

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## PERFORMANCE RESPONSIBILITIES:

The principal duties and responsibilities of the position of Director, Maintenance & Operation include an assigned combination of the following:

1. \*Direct the activities of the maintenance and operations departments.
2. \*Direct the development of the department budget.
3. \*Direct and supervise the examination of the district's school facilities on a regular basis for needed repairs and maintenance.
4. \*Provide the technical and administrative support to all department personnel so that they can accomplish their assigned duties.
  
5. \*Assist with planning and developing methods for determining manpower requirements and developing reports and support procedures.
6. \*Oversee the recruitment, screening and selection of department personnel.
7. \*Provide leadership with emphasis on prompt response to school needs.
8. \*Establish a team approach to all facets of maintenance and operations, other district departments, schools and community groups.
9. \*Plan and develop required reports to determine department resource allocations and scheduling.
10. Consult with district and school administration in planning and completing a regularly scheduled preventative maintenance program.
11. \*Monitor and support safe working practices, including compliance with Occupational Safety and Health Act (OSHA) requirements.
12. \*Ensure compliance with all pertinent laws, rules, regulations and policies governing maintenance and operations services.
13. \*Work to establish and maintain a collaborative environment between Maintenance Administrators and the unions.
14. \*Oversee the Maintenance Department Career Ladder Program and other training programs to ensure applicability, equity and consistency of department training programs.
15. \*Oversee district energy management and conservation programs.
16. \*Develop long-range goals and plans to ensure department growth and development in a changing educational environment.
17. \*Oversee district adherence to environmental policy and standards.
18. \*Oversee management of district custodial services to ensure cleanliness of schools and administration facilities.
19. \*Participate in the activities of the District Disaster Preparedness and Response Team as designated.
20. Perform other related duties as assigned by the Chief Operating Officer.

\*Denotes essential job function/ADA

## POSITION DATA:

### Physical Requirements (physical conditions of a position)

- A. Light Work - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

### Physical Activity (physical activities of a position)

- A. Sitting - Resting with the body supported by the buttocks or thighs.
- B. Standing - Assuming an upright position on the feet particularly for sustained periods of time.
- C. Walking - Moving about on foot to accomplish tasks, particularly for long distances.
- D. Climbing - Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
- E. Twisting - Moving body from the waist using a turning motion.
- F. Reaching - Extending hand(s) and arm(s) in any direction.
- G. Finger Dexterity - Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
- H. Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
- I. Repetitive Motions - Substantial and continuous movements of the wrists, hands, and/or fingers.
- J. Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
- K. Hearing Acuity - The ability to perceive speech and other environmental sounds at normal loudness levels.
- L. Visual Acuity - The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

### Working Conditions (conditions the worker will be subject in a position)

- A. Indoors & Outdoors - The worker is subject to both environmental conditions. Activities occur inside and outside. There is protection from weather conditions but not necessarily from temperature changes. And there is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.