

TITLE: DIRECTOR OF OPERATIONS

QUALIFICATIONS

Knowledge of

1. Contemporary materials, methods, tools, and equipment used in custodial work.
2. Requirements for maintaining school buildings in a clean, safe and orderly condition.
3. Care and maintenance of custodial and building equipment and tools.
4. Cleaning chemicals and their proper use.
5. Principles of supervision and training.
6. District policies and procedures related to District and Civic Center operations.
7. Proper English usage, spelling, reading, writing, and math.
8. Computerized Maintenance Management System (CMMS).
9. Computer software to include: database, spreadsheet, word processor, and presentation.
10. Disaster Preparedness.
11. Safety rules and regulations for this position.

Ability to

1. Plan, direct, coordinate, assign, and schedule the work of others.
2. Effectively and efficiently supervise, train and evaluate employees as required.
3. Make recommendations on staffing needs that meet the requirements of Year Round Education.
4. Understand and utilize computer systems as they relate to various functions.
5. Develop procedures to receive and process civic center requests.
6. Coordinate several functional areas to assure jobs progress. Meet job start/target dates.
7. Schedule civic center operations in a cost-effective manner.
8. Assign personnel so that substitute needs are minimized for vacation, sick leave and other absences.
9. Develop and monitor a centralized budget for custodial, civic center, and warehouse operations.
10. Meet the physical requirements necessary to safely and effectively perform required duties.
11. Skillfully operate specialized cleaning and maintenance tools and equipment.
12. Safely operate and apply custodial equipment, materials, and chemicals.
13. Apply general policies and procedures to specific situations.
14. Communicate effectively and tactfully in verbal and written forms.
15. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
16. Establish and maintain effective work relationships with those contacted in the performance of required duties.
17. Establish and maintain effective rapport with students, parents, and community members.

Training and Experience

1. Graduation from high school or one year of related college-level courses or equivalent.
2. Two or more years of management responsibilities in a public school system or equivalent setting.
3. Good work history and attendance.
4. First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) certification desired.

REPORTS TO: Assistant Superintendent of Facilities/Operational Services

SUPERVISES: Custodial, civic center, service center, warehouse, and assigned clerical personnel

JOB GOAL: To contribute to the efficient operation of Facilities/Operational Services by ensuring that all district facilities and grounds are cleaned and scheduled for civic center activities in a manner consistent with the highest standards of efficiency, safety, economy, and quality.

ESSENTIAL FUNCTIONS

1. Conducts time studies as needed on civic center operations.
2. Responds to civic center disputes when scheduling conflicts occur.
3. Responds to civic center or custodial problems on a 24-hour, 7-day a week basis.
4. Reacts to any Civic Center or Operations problem that may occur during his/her schedule when other operations personnel are not available.
5. Coordinates custodial and civic center functions with site administrators.
6. Serves as the District's emergency testing and training program planner and coordinator.
7. Coordinates the night and weekend security program, to include appropriate response to alarms and fire and police matters.
8. Prepares scheduled and special reports, and analytical studies.
9. Assists in the selection, training, and evaluation of assigned staff in accordance with district procedures.
10. Supervises the proper storage and handling of all material located in the district warehouse.
11. Oversees district mail delivery system.
12. Coordinates and supervises the inventory and accountability of all district Fixed Assets.
13. Collects, processes, and distributes all service requests in district.
14. Produces management reports on a scheduled and as needed basis.
15. Maintains departmental budgets in an efficient and comprehensive manner.
16. Follows district policies and procedures.
17. Participates in district in-service training as required.
18. Knows and understands the Mission and Core Values of the district.
19. Performs other related duties as required

OTHER FUNCTIONS

1. Orders custodial supplies in a timely and efficient manner.
2. Provides liaison with the Construction, Transportation, Maintenance, and Grounds departments of Facilities/Operational Services and site administrators.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid state of California Drivers' License and be insurable.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and instructions.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to ten (10) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to ten (10) pounds frequently, and fifty (50) pounds occasionally.
8. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
9. Able to exhibit full range of motion for shoulder abduction and adduction.
10. Able to exhibit full range of motion for elbow flexion and extension.
11. Able to exhibit full range of motion for shoulder extension and flexion.
12. Able to exhibit full range of motion for back lateral flexion.
13. Able to exhibit full range of motion for hip flexion and extension.
14. Able to exhibit full range of motion for knee flexion.
15. Able to work at various elevated heights in a safe and effective manner.
16. Able to work in restricted spaces in a safe and effective manner.
17. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
18. Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.
19. Able to operate office machines and equipment in a safe and effective manner.
20. Able to operate a motor vehicle in a safe and effective manner.

TERMS OF EMPLOYMENT: 12- month work year
Classified Management

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy on evaluation of Professional Personnel. The evaluation will be completed by the Assistant Superintendent of Facilities/Operational Services.

Approved by:	Board of Education	Date:	May 27, 1993
Amended by:	Board of Education	Date:	August 14, 1997

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN
EQUAL OPPORTUNITY EMPLOYER**