



## **Flour Bluff Independent School District Job Description**

**JOB TITLE:** Executive Director of Operations

**WAGE/HOUR STATUS:** Exempt

**NUMBER OF DAYS:** 240

**REPORTS TO:** Chief Financial, Business & Operations Officer

**DATE REVISED:** 01/2025

### **PRIMARY PURPOSE:**

- Direct and manage the maintenance and custodial operations of the district; maintain the physical school plant in a condition of operating excellence so that full educational use may be always made; provide students with a physical learning environment that is safe, clean, attractive, and functional.

### **QUALIFICATIONS:**

#### **Education/Certification:**

- Bachelor's degree, preferred, or equivalent experience in supervising Maintenance operations.
- CDL for training purposes, preferred.
- Ability to manage budget and personnel.
- Knowledge of the basic principles of school transportation, construction, school plant maintenance, and custodial operations
- Strong organizational, communication, and interpersonal skills
- Strong computer skills

#### **Special Knowledge/Skills:**

- Specific knowledge of one craft used in building repair and maintenance including carpentry, electrical repair, heating, ventilation, and air conditioning, painting, or plumbing.
- General knowledge of other crafts used in building cleaning, repair, and maintenance.
- Ability to read blueprints and schematics.
- Ability to use computer and software to develop spreadsheets, databases and do word processing.
- Ability to manage budget and personnel.
- Knowledge of competitive bidding statutes and purchasing procedures
- Knowledge of risk management program development
- Effective communication, planning and organizational skills.
- Ability to obtain a TASBO certification.

**Experience:**

- Three to five years' experience in school maintenance operations
- Three years' experience in warehouse operations with background in material handling and purchasing.
- Two years supervisory experience

**MAJOR RESPONSIBILITIES AND DUTIES:**

**Role 1: INSTRUCTIONAL MANAGEMENT**

1. Ensures that facility and maintenance operations are supportive of the instructional goals of the district.

**Role 2: SCHOOL ORGANIZATION/ ORGANIZATIONAL CLIMATE**

1. Inspect all district buildings/facilities and initiate cleaning and repairs as needed.
2. Conduct on-site inspection of repair projects.
3. Monitor and inspect contract work.

**Role 3: SCHOOL/ ORGANIZATION IMPROVEMENT**

1. Assesses and responds to needs related to job responsibilities.
2. Contributes to the recommendation of sound policies directed toward program improvement.
3. Designs feasible projects for implementing innovations.

#### **Role 4: PERSONNEL MANAGEMENT**

1. Prepares, reviews, and revises job descriptions in the maintenance departments.
2. Develops training options and/or improvement plans to ensure the best operation in the area of and maintenance.
3. Evaluates job performance of employees to ensure effectiveness.
4. Makes sound recommendations relative to personnel placements, transfers, retentions, and dismissals.

#### **Role 5: ADMINISTRATIVE AND FISCAL/ FACILITIES MANAGEMENT**

1. Directs and manages the district's maintenance programs.
2. Ensures that programs are cost effective and funds are managed prudently.
3. Compiles budgets and cost estimates based upon documented program needs.
4. Implements the policies established by federal and state laws, State Board of Education rules, and the local board policies in the area of transportation and risk management.
5. Compiles, maintains, and files all reports, records, and other documents required.
6. Develops and maintains written departmental procedures for the maintenance, repair, operation, and security of all buildings and equipment in the district.
7. Receives and processes work orders for the repair and maintenance of buildings and grounds.
8. Helps district's architects prepare plans and specifications for contracted repair work and site improvement.
9. Plans and directs the inventory and stock control program for equipment and supplies.

#### **ROLE 6: STUDENT MANAGMENT**

1. Demonstrates support for the district's student management policies and expected student behavior related to maintenance, custodial, and security operations.

### **Role 7: PROFESSIONAL GROWTH AND DEVELOPMENT**

1. Develops professional skills appropriate to job assignments.
2. Demonstrates behavior that is professional, ethical, and responsible and serves as a role model for all district staff.

### **Role 8: SCHOOL/ COMMUNITY RELATIONS**

1. Articulates the district's mission and goals in maintenance to the community and solicits support in realizing the mission.
2. Demonstrates awareness of district-community needs and initiates activities to meet those identified needs.
3. Demonstrates the use of appropriate and effective techniques for community and parent involvement.
4. Perform other duties as assigned.

### **Mental Demands/Physical Demands/Environmental Factors:**

#### **Tools/Equipment Used:**

Standard office equipment including computer and peripherals; district vehicle.

#### **Posture:**

Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

#### **Motion:**

Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving.

#### **Lifting:**

Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

#### **Environment:**

Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards;

work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel.

**Mental Demands:**

Maintain emotional control under stress.

**The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.**