



DIRECTOR OF OPERATIONS

Supervisor: Superintendent	FLSA Status: Exempt
Department: Operations	Terms of Employment: 260 Days; 8 hours/day
Supervises: Assigned Staff	Position Type: Full-Time

Nature of Work

Supports the Superintendent in the day-to-day management of transportation, building and grounds services. Ensures all buildings and grounds meet all federal, state, and local regulatory requirements for a safe, healthy, and clean environment. Helps coordinate and manage building maintenance, facility repairs and renovation efforts. Directs and manages the facilities, transportation, and construction departments. Develops, revises, maintains, and implements the facility master plan for the district, to provide an orderly pattern of facilities growth through advanced planning and programmed development. This position reports directly to the Superintendent.

Duties and Responsibilities

- Conducts real asset, capital asset and high-value property management. Develops, maintains, and controls property inventory.
- Serves as a liaison between the City of Silver City, Grant County and New Mexico Governmental agencies in matters concerning public safety, public works, transportation and facilities.
- Develops and maintains an operations budget.
- Provides consistent customer service and coordinates daily functions of facilities, transportation, fleet maintenance, and maintenance.
- Integrates technology improvements to monitor building systems and provide real-time, situational awareness of facility performance across all building systems (mechanical, electrical, plumbing, etc.)
- Ensures forms, records and reports are properly completed and maintained for the public record.
- Inspects school buildings, grounds, and installations regularly for the purpose of maintaining high standards of workmanship, cleanliness, safety, and security.
- Follows employee collective bargaining agreements and labor relations requirements to support the workforce. Hires and manages staffing levels with collaboration of Principals and other Administrators. Participates in union negotiations as needed.
- Serves as a site supervisor on all bond projects and construction activities.
- Manages and ensures the safe operation of service vehicles, motorized equipment and office equipment.

- Is responsible for regulating heating, ventilating and air conditioning systems to provide temperature appropriate to the season and to ensure economical usage of fuel, water, and electricity.
- Supports the Director of Finance to develop and monitor budget requirements for personnel and non-personnel accounts.
- Assists with operational and capital budget planning.
- Oversees bus maintenance and inspections. Collaborates with the bus company on management of transportation.
- Supervises and maintains the school grounds. Performs ground maintenance as required.
- Provides regular reports (e.g., weekly, monthly, quarterly, annually) for the purpose of conveying information including but not limited to projects, maintenance issues and property/high-value items to the District and state offices.
- Communicates and responds to school principals, District staff, and external stakeholders on school facility issues (real or perceived) for the purpose of correcting and/or making repairs as appropriate. Resolves complaints, responds to requests for information and provides assistance.
- Supervises and assists in snow removal.
- Trains, develops, and evaluates all subordinate staff. Organizes and implements an orientation and on-boarding program to convey the proper operation and maintenance of school facilities. Conducts professional development to maintain a consistent and high standard of services.
- Assists to coordinate and complete all phases of the project-life cycle for maintenance and construction projects. Coordinates with District staff to support space planning.
- Conducts procurement for supplies, equipment, and services across the District. Monitors vendor performance to ensure quality control and customer service.
- Prepares contract specifications for bid solicitation. Advertises, reviews and selects vendors to ensure the District selects the best value based upon lowest cost, most responsible and responsive bidder.
- Supports and manages the food services department to comply with state food service requirements and coordinates contracts with food services vendors.
- Develops and executes an energy management system to ensure cost-effective services and low carbon footprint.
- Maintains compliance with all safety requirements including fire and life safety, OSHA, occupational safety and MSDS to ensure safe operations of all facilities, grounds, and associated products. Takes actions to maintain a safe work environment and reduce worker compensation claims.
- Maintains internal controls for accountability and performance consistent with department and District goals, objectives, and standards.
- Stays informed of the latest trends and products for the operation, maintenance and repair of facilities. Participates in conferences as appropriate.
- Develops performance metrics to create continuous improvement of process, procedures and practices to maintain optimum performance.
- Serves as a key and essential staff member. Available on a 24/7 basis for weather emergencies and crisis events. Ensures effective recall procedures for all assigned staff.
- Assists other personnel and performs other duties as may be required for the purpose of ensuring an efficient and effective work environment.
- Agrees to fulfill performance responsibilities in assigned location(s).
- Attends required professional development training.

- Exhibits professionalism by maintaining good attendance and adhering to assigned work schedule.
- Serves as a member of the Superintendent's Cabinet.
- Adhere to relevant procurement statutes and NM Public Education Department (NM PED) rules in the purchase of goods and services.
- Adhere to applicable NM PED Manual of Procedures (PSAB) and district policy regarding budget accountability.
- Supervises and evaluates assigned personnel (e.g., operations staff etc.) for the purpose of ensuring their department and individual performance objectives are met.
- Working outside of the work schedule may be required.
- Adheres to educational guidelines as defined by the New Mexico Public Education Department.
- Safeguards the confidentiality of information pursuant to the Family Educational Rights and Privacy Act and other applicable state and federal statutes.
- Complies with the Code of Ethics, School Board Policy, administrative directives, local, state, and federal, regulations, rules, and statutes.
- Performs such other tasks as may be assigned within the parameters of the job description and job analysis.

Minimum Qualifications

1. Bachelor's degree
2. Three to five years of operations experience in the public sector.
3. Three (3) years of supervisory experience.
4. Possess a valid driver's license.

Preferred Qualifications

1. Master's degree

Knowledge, Abilities, and Skills

Knowledge of: principles and practices of development processes and concerns, neighborhoods, public participation techniques and development issues; design and construction of educational, commercial, or public facilities; planning principles and techniques; municipal codes and ordinances; city, state and federal zoning and land use codes, acts and regulations; bid preparations, project supervision and contract administration; basic principles of construction and building maintenance

Ability to: perform a variety of duties and responsibilities timely and with accuracy to meet deadlines and to ensure achievement of goals and objectives; research and compile applicable information and maintain accurate records; analyze trends and statistical information to prepare and present accurate, timely, and reliable reports containing findings and/or recommendations; read, understand, interpret, and ensure compliance with a variety of standards, policies, procedures, rules, and regulations governing related activities, programs, and functions; communicate appropriately and effectively orally and in writing; firmly and impartially supervise, coach, counsel, mentor, lead, and direct the activities of assigned staff; use initiative and independent judgment within established procedural guidelines; respond timely and effectively to issues of concern; establish and maintain effective and appropriate working relationships with employees, other agencies, and the public to appropriately address, resolve, prevent, or minimize issues and items of concern.

Skills in: analyzing issues, evaluating alternatives, and making logical recommendations based

on findings to address concerns and/or make recommendations to improve programs, policies, processes, procedures, and methods; processes, procedures, and applicable rules and regulations; reading, interpreting, and communicating policies, regulations, and technical information; reviewing, preparing, evaluating, and verifying relevant records, reports, calculations, documentation, and presentations; maintaining complete and accurate records; effectively managing and leading staff, and delegating tasks; interpreting technical instructions and analyzing complex variables; operating a personal computer with installed generic and specialized software; assessing and prioritizing multiple tasks, projects, and demands to ensure achievement of goals and objectives.

Licenses and Certifications

Valid NM Driver’s License

Environmental and Physical Factors:

Work is performed in a standard office environment. Light physical demands; frequent use of a personal computer and standard office equipment. Frequent District-wide travel.

Work Situation Factors

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. Regular attendance is an essential function of this job to ensure continuity of services.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Performance of this job will be evaluated in accordance with the provisions of the Cobre Consolidated Schools Board of Education’s policy on evaluation of professional personnel.

Approved: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.
Employee: _____
Date: _____

The Cobre Consolidated School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law.