

DIRECTOR OF OPERATIONAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and technical work involving the responsibility for planning, directing and coordinating school district operational services including building maintenance and grounds keeping. The work is performed under the general supervision of a school district administrator allowing considerable leeway for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate maintenance personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Attends Board of Education meetings to advise on the operation and cost of the department's maintenance and equipment needs, new projects and facilities;

Confers with school business administrators regarding policies governing the use, alteration or closing of buildings, grounds and other facilities;

Advises school business administrators in the development and implementation of a district wide Energy Management Program;

Develops and establishes maintenance, custodial and training programs;

Delegates responsibility for security of buildings and grounds;

Prepares, recommends and controls the overall department budget;

Supervises the purchasing of services, materials, supplies and equipment;

Organizes and oversees an inventory system;

Consults with architects, contractors and engineers on proposed new construction or demolition and/or required repair work;

Prepares and checks specifications, bid lists and plans for contract work (other than major new construction);

Inspects, supervises and approves all repairs, alterations and improvements;

Inspects schools periodically and consults with local agencies, building custodians and principals on safety, operational and maintenance needs and difficulties;

Provides general supervision over the physical facilities of the system including the care, operation and maintenance of heating, ventilating, sanitation, electrical, plumbing, grounds, buildings;

Provides general supervision to, and assignment of, departmental staff;

Interview and recommends hiring of departmental personnel;

Prepares and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the procedures, practices, tools, terminology and safety precautions involved in building maintenance, repair, operation and grounds keeping; good knowledge of laws, rules and regulations pertaining to school building maintenance, repair and operations; good knowledge of purchasing and inventory procedures and practices; working knowledge of budget preparation and control; ability to plan, schedule and coordinate the work of a large number of employees; ability to prepare and interpret plans and specifications; ability to maintain records and prepare reports of a narrative and tabular nature; ability to deal effectively with others; ability to express oneself clearly orally and in writing; dependability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Eight (8) years of experience in one or a combination of the following fields: school district support operations, building maintenance and repair activities or building construction, two (2) years of which must have included responsibility for planning, supervising, coordinating and evaluating the work of a large number of employees, budget preparation and control, purchasing and inventorying supplies and equipment, preparing plans and specifications and personnel decisions.

ULSTER COUNTY
2630 DIR OP SRV
Classification: Competitive
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Adopted: March 1, 1982
Revised: December 6, 1986
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