

GARDEN CITY PUBLIC SCHOOLS
Garden City, MI 48135
January 9, 2018

EXTERNAL POSTING

Garden City Public Schools Director of Operations

Garden City Public Schools is accepting applications for the position of Director of Operations.

Position Summary

The primary function of the Director of Operations is to manage and oversee building and facility operations as well as district transportation.

Professional Qualifications:

1. Bachelor's Degree of Engineering/Architect or its equivalent
2. Minimum of five years' experience in plant engineering or as a director of buildings and grounds
3. Michigan licensing as certified pesticide applicator
4. Asbestos Designee training
5. State Of Michigan Department of Education Transportation Supervisor Certification Card

Reports To: Chief Financial Officer

Supervises: All maintenance, grounds and carpentry staff while also providing oversight of outsourced custodial, transportation and security staff

Essential Job Functions:

- Supervises the work of all maintenance and grounds personnel
- Plans and schedules all maintenance and grounds work
- Prepares written specifications for bidding contracted work
- Inspects all contracted work and purchased equipment and, if satisfactory, approves for payment
- Orders and evaluates all materials used for maintenance, grounds, and custodial work
- Maintains current files and records of building plans and specifications
- Establishes and maintains a program of preventative maintenance
- Participates in the planning for construction or renovation of school facilities
- Reviews construction plans and makes recommendations of a structural mechanical, maintenance and operational nature
- Serves as clerk of the works and provides coordination between and among the architect, contractors and the school administration
- Prepares progress reports on construction, renovation, maintenance and outsourced custodial work
- Supervises the use, testing and selection of custodial supplies
- Makes studies and prepares cost estimates for all maintenance and operation budget areas
- Supervises the operation of the security systems
- Provides pick-up, cartage, and delivery services within and without the school district
- Recommends and supervises approved systems and procedures for the protection and preservation of the school district's property and equipment

- Maintains knowledge of routing practices and procedures for public transportation
- Oversees day-to-day supervision of assigned staff including but not limited to: scheduling, work assignments, assessment of work performance, providing assistance and support as required
- Schedules academic and athletic field trips
- Routes student discipline problems, pertaining to transportation, through building administrators
- Plans, directs and supervises transportation operations in the District and to keep records and make reports
- Receives and investigates requests and complaints from parents, staff, and other citizens
- Interacts with bus contractors in all phases of the transportation function, including reimbursement formulas
- Provides for the safe and efficient operation of buses, allied equipment, and the school based driver education program along with Bus Driver Certifications
- Checks roads in inclement weather and advises local superintendent
- Plans and supervises the work of skilled mechanics
- Maintains use of standard practices and equipment to efficiently manage time, cost and work records
- Establishes and maintains effective working relationships with subordinates, building principals, material supply companies, contractors, other departments and the general public
- Facilitates Board of Education Building and Facilities Committee on a monthly basis
- Conducts routine site visits to all district buildings
- Attends and actively participates in Superintendent's Cabinet and Administrative Staff meetings
- Demonstrates regular and reliable work attendance
- Assumes such other related duties as may be assigned

Salary and Benefits

Starting annual salary at \$70,000, plus a comprehensive benefits package

Work Year

12 Months

Letters of Application

Letters of application, including appropriate credentials, should be addressed to Brian Sumner, Associate Superintendent, 1333 Radcliff Street, Garden City, MI 48135, and will be accepted by the Human Resources Office via email to benkok@gardencityschools.com.

Deadline

Wednesday, January 24, 2018, at 4:00 p.m.