

TOWN OF EAST HADDAM AND SCHOOL DISTRICT

DIRECTOR OF OPERATIONS

Position Purpose:

Exempt

The purposes of this position are to provide coordination of maintenance of all Town/School buildings, facilities and grounds and to supervise work in public building maintenance. Work involves responsibility for the proper utilization of personnel, equipment, and supplies in the maintenance and repair of public buildings and is operationally responsible for daily accomplishment of maintenance activities, repairs, renovations, and capital projects. The Director is required to exercise judgment in administering and implementing the department functions and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing buildings, facilities, grounds and safety functions. Also performs a wide variety of routine and special professional, technical and administrative responsibilities requiring an expansive knowledge of maintenance, construction, quality control and project management.

Supervision Received: Works under the direction of the First Selectman and the Superintendent of Schools; follows established policies and state statutes and codes where appropriate. Makes reports to select Committees.

Supervision Given: Supervises all Board of Education and Town full-time, part-time and seasonal maintenance, custodial and grounds staff; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative work is performed in a moderately quiet office. Frequently required to perform inspections outdoors, under possible adverse weather conditions, including extreme hot and cold and the hazardous conditions associated with construction sites. Maintains 'on-call' availability to respond to equipment failures, power outages, vandalism or emergencies.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with other municipal departments, contractors, building inspectors, architects, state agencies, building & safety committees, and occasionally the general public; communication is in person, by telephone, email and through letters.

Errors in judgment or omissions could result in monetary loss or rework, delays or loss of service, damages to buildings and/or equipment, injuries to employees and/or legal liability.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Ensures safe and efficient operations of town/school buildings through proper custodial and building maintenance services such as elevator inspection, boiler inspection, fire extinguisher inspections, monitoring utility consumption, sprinkler inspection, etc. Maintains a schedule record of inspections and all other building maintenance functions.
- Responsible for maintenance and purchase of all building maintenance and custodial supplies and equipment necessary to provide facility maintenance.
- Ensures compliance and quality control of all building cleaning and maintenance services by monitoring custodial and building maintenance staff.
- Oversees telephone and video monitoring systems.
- Coordinates school safety drills in compliance with State requirements, utilizing systems, alarms, communications and behavioral observations. Serves on all safety committees.
- Develops plans, policies, and procedures for town/school district operations and facilities in conformance with all federal, state, and local codes, ordinances, and regulations.
- Conducts and facilitates required inside and outside inspections of buildings, equipment, lighting, building systems etc.
- Coordinates with the Recreation Department to monitor and maintain recreational facilities and the Town beach.
- Provides oversight to the cleaning contractor.
- Develops and maintains a preventive maintenance program for town/school buildings and facilities operating within the annual budget which includes heating, air conditioning, lighting, maintenance, and building systems.
- Prepares and coordinates the preparation of RFP, RFQ and other bid requirement specifications for facilities and grounds projects per Town and Board of Education policies, in conjunction with the Director of Finance.
- Obtains quotes from contractors for various services to repair and maintain building systems per Town and Board of Education policies.
- Develops plans for projects and estimates time and resources required to complete the work, prepares material lists and obtains necessary permits for the work.
- Coordinates with inspectors, contractors, architects, and others, as needed, to administer and implement construction, repair, or improvement projects, and facilitates building-related projects for each Department.
- Represents the Town's interest and acts as the contact/overseer for all construction work.
- Inspects finished work to ensure compliance with plan specifications and any applicable regulations.
- Plans and coordinates short and long-range capital planning of building repairs and renovations with the appropriate committees, boards and administrators.
- Attends Building Committee meetings.
- Assures safe working conditions for employees through training programs as required by State and Federal Agencies. Manages MSDS sheets (material safety data) and AHERA (asbestos regulations) for custodial staff and enforces blood borne pathogen laws.

- Assigns, trains and supervises staff.
- Supervises custodial and maintenance employees regarding their job duties and responsibilities.
- Provides support to the First Selectman and Superintendent of Schools on such personnel actions as hiring, termination, and discipline.
- Interviews applicants, recommends hires, and oversees training for custodian foremen, maintenance foremen, and all employees in custodial, cleaning, grounds and maintenance job positions.
- Prepares accurate reports in a timely manner.
- Prepares and monitors operating and capital budgets for all town/school facilities maintenance and repair; presents budget and capital budget.
- Collaborates in the application, compliance and reporting of State grants.
- Consistent on-site office and on-time attendance is essential for this position.

Other Functions:

- Performs similar or related work as required, directed, or as situation dictates.
- Continues professional development; keeps abreast of new methodologies.
- Assists with supervision of staff during critical storm events and emergencies.
- Must be 'on call' day or night, 24/7/365, to address building issues such as vandalism, emergencies, mechanical failures, etc.
- Assists other department staff as needed to promote a team effort to serve the public.
- Performs all other related functions assigned by the First Selectman or Superintendent of Schools.

Minimum Required Qualifications:

Education, Training and Experience:

- Over five years of experience in building construction, facilities and grounds management, engineering, and/or maintenance.
- Demonstrated knowledge of federal/state/local building codes, ordinances, and regulations regarding construction, occupational safety and health, and record keeping.
- Bachelor's Degree in engineering, industrial technology, business administration management, or related area. Master's Degree preferred, or any equivalent combination of education, training and experience.
- Experience with State of Connecticut community development, economic assistance, environmental and educational construction grants preferred.

Special Requirements:

CT Motor Vehicle license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of operation of facility and grounds management; working understanding of the federal and state laws and environmental

regulations affecting facility and grounds management and operational services; working knowledge of building mechanical systems; thorough knowledge of appropriate equipment and schedules of inspections used for building maintenance; knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of methods to monitor utility use and recommend energy efficient improvements; knowledge of computer applications related to operations; knowledge of municipal budgeting; knowledge of capital budget and planning for major building renovation; general knowledge of building trades.

Ability: Ability to lead, manage and directly supervise employees and contractors and to prepare and effectively communicate approved policies, procedures, practices, standards; ability to analyze and interpret building maintenance regulations, specifications, codes, statutes, and administer and maintain compliance; ability to establish and maintain effective working relationships with other departments, state and federal officials, various groups, and individuals; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise programs and staff; ability to manage operating budget; ability to prepare reports and maintain records; ability to give written and oral instructions; ability to read and describe safety procedures; ability to understand and explain policies and procedures; ability to motivate employees; ability to understand basic building trades to ensure contractors complete projects effectively; ability to read and interpret blueprints and schematic drawings.

Skill: Excellent verbal and written communication skills; skill in motivating, training, directing, and supervising employees; aptitude for working with people and maintain effective working relationships with various groups to promote the best possible delivery of building maintenance services; skills associated with handling numerous projects at one time; administrative and organizational skills; skills related to inspecting various buildings and equipment. Microsoft Office, Outlook, and building management systems proficiency. Uses state of the art technology available to assist in preparing reports and presentations including personal computer and appropriate software, printer, digital camera, scanner. Also uses standard office equipment

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Non-weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration	X			
Other – Work near heavy equipment		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	

Talking & Hearing			X	
Using hands/fingers to handle/feel		X		
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling		X		
Bending, pulling, pushing		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- ☒ Close vision (i.e. clear vision at 20 inches or less)
- ☒ Distance vision (i.e. clear vision at 20 feet or more)
- ☒ Color vision (i.e. ability to identify and distinguish colors)
- ☒ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- ☒ Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- ☐ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)