

JOB DESCRIPTION

Position: DIRECTOR OF BUSINESS

Employment Status: Regular/Full Time

Work Period: 260 Days

Reports to: Superintendent

Pay Period: Bi -Weekly

GENERAL DESCRIPTION

To supervise the District's supporting services, through the supervisor of Food Services, Transportation Supervisor and Head Custodians.

QUALIFICATIONS

High School Diploma required, some college preferred.

Experience in facilities maintenance, grounds maintenance, food service and transportation preferred.

Supervisory experience preferred.

Experience or knowledge of all building trades.

Able to operate computer, printer, copier, fax machine.

Alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Hold a Valid Ohio Drivers License

ESSENTIAL FUNCTIONS

Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the District.

Oversees the operation of the building water systems and wastewater treatment plant.

Responsible for all EPA monitoring and reporting.

Acts as the Districts AHERA (asbestos) representative.

Maintains and operates HVAC at a peak efficiency level throughout the District.

Establishes appropriate maintenance, grounds keeping, security and custodial requirements for the District.

Directs the maintenance of all buildings and grounds as to cleanliness and safety.

Establishes and administers schedules and procedures for the regular ongoing custodial care of all District facilities.

Recommends for purchase all necessary equipment and supplies.

Inspects all school buildings and grounds on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.

Conducts periodic inspection of all school facilities to ensure fire safety.

Organizes and implements a program of preventative maintenance.

Reviews on a regular basis all security and safety precautions and procedures.
Participates in the District Safety Committee and is involved in developing and maintaining the District's Emergency Operation Plan.
Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment.
Coordinates all purchase requirements for facilities and grounds.
Supervises and inspects work performed by outside contractors.
Maintains a coordinated inventory control program for all areas.
Assists in recruitment, employment, assignment, transfer promotion, demotion or dismissal of personnel.
Directs the preparation of the playing fields, grounds and other necessary facilities for athletics and other school activities.
Coordinates, supervises and participates in the grounds maintenance of the school district.
Establishes and supervises summer cleaning programs and schedules.
Promote good safety practices and procedures.
Inspect roofs.
Ensure the care, condition, appearance, repair, or replacement of all physical equipment, buildings, facilities and grounds.
Communicate information to the Superintendent concerning dangers or hazardous conditions which could necessitate delay or closing of schools. Provide assistance and direction to personnel in case of emergency delay or closings. (e.g. calamity days)
Verify all timesheets for hourly employees under your jurisdiction.
Create transportation routes annually for the entire district.
Responsible for all summer transportation routes.
Conducts other duties as assigned by the Superintendent.

PERFORMANCE REQUIREMENTS

Be familiar with and adhere to all Board Policies.
Exercise tact and good judgement to maintain good employee relations
Act as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
Perform any other duties and responsibilities as directed by the Superintendent.
Must work outside normal hours during emergency or crisis.
Shall remain free of any alcohol or substance abuse in the workplace through out employment with the District.
Ability to work effectively with others.
Ability to communicate ideas and directives clearly and effectively, both orally and in writing.
Effective, active listening skills.

Organizational and problem solving skills.

Basic understanding of electricity, plumbing, welding, carpentry and roofing.

Training in the proper care and storage of chemicals, etc., hazard communal training.

Able to operate the following motor vehicles: pick up truck, dump truck, school transportation vehicles (CDL required),

Able to operate power and hand tools.

ADDITIONAL WORKING CONDITIONS

Occasional exposure to blood, bodily fluids and tissue.

Occasional operation of a vehicle under inclement weather conditions.

Occasional interaction among unruly children.

Frequent travel between buildings and to get supplies, etc.

Occasional evening and/or weekend work.

Regular requirement to stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, stoop, kneel and crouch.

Occasional repetitive hand motions, e.g., use of hand tools.

Frequent requirement to work near moving mechanical parts, e.g., drill press, circular saw, table saw, hand tools.

Occasional requirements to work in high places.

Occasional exposure to fumes, airborne particles, chemicals, etc.

Occasional exposure to loud noises, e.g., power tools.

NOTE: The above lists are not ranked in order of importance. The Board of Education reserves the right to make any changes to these responsibilities.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy.

My signature below signifies that I have reviewed the contents of my job description and that I am capable of the requirements of my position.

Employee

Date