

RICHMOND HEIGHTS LOCAL SCHOOLS

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“It’s the Dawning of a New Day”

TITLE: Director of Operations

PAY RATE:

The salary range for this EXEMPT position is \$55,000 - \$65,000.

FUNCTION:

The Director of Operations supports the mission of the Richmond Heights Local School District by supervising three departments-**Transportation, Maintenance, and Security**. The district is a small suburban district with approximately 800 students, therefore The Director of Operations is responsible for setting, leading, and managing the strategic direction for Department Leads who assist with daily management responsibilities. He or She is ultimately responsible for students being transported to and from school in a safe and timely manner and the assurance of a safe and clean learning environment upon arrival. The Director of Operations works 260 days per year and reports to the Superintendent. He or She is a member of the Superintendent’s Cabinet and must meet the demands of Central Office Leadership. Flexibility and availability during some evenings, some weekends, and in emergency situations are required. The Director of Operations will attend meetings and work closely with the Business Managers, Transportation Directors and Heads of Security for other school districts in our region. The Director of Operations must be able to or have the capacity to learn to operate and maintain complex automated controls for heating, ventilation, air conditioning systems and equipment as well as have the ability to understand and execute a Building Automation System (BAS) and know how to troubleshoot problems and work through to remediation.

DUTIES AND RESPONSIBILITIES:

SECURITY (Personnel are employees of the ESC and not RHEA members)

1. Work with the Security Lead in the creation and assurance of a safe school environment and culture.
2. Serve as the liaison to other safety enforcement agencies and officers in the community.
3. Collaboratively develop and implement School Safety/Emergency/Crisis Plans.
4. Conduct and record compliance drills.
5. Ensure timely, accurate incident reporting and recordkeeping.
6. Serve as a resource provider for students, parents, and staff.
7. Ensure district compliance with all safety and security statutes.
8. Be the “face of the district” when dealing with safety issues and the media.
9. Coordinate all safety mandates with building leadership.
10. Ensure that security staff is properly trained in CPI, CPR, Mediation Protocols, Investigation Reporting, etc.

TRANSPORTATION (Personnel are members of the RHEA, except for subs)

1. Manage labor and employee relations for transportation, and implement the negotiated contract agreement.
2. Work with the Transportation Lead to prepare and submit related transportation and maintenance reports to the Ohio Department of Education and other governmental agencies via the district's SAFE Account.
3. Work with the Transportation Lead to evaluate options for reducing transportation costs to the district over the longer-term.
4. Work with the Transportation Lead to manage the budget related to transportation to ensure that budget controls and goals are established and met to manage the budget within allocated resources. This includes, but is not limited to vehicle maintenance and operation costs, inventory and mileage records, driver's schedules, field trip rotations, etc.
5. Supervise, direct and evaluate all staff assigned to the Transportation Department.
6. Work with the Transportation Lead to oversee the development, selection, and implementation of progressive management tools and technology, ensuring effective scheduling and timely routes for students and drivers.
7. Work with the Transportation Lead to coordinate the school transportation operations with vocational education programs and related services.
8. Maintain extensive contact with school administrators and the public on all matters relating to student transportation.
9. Work with the Transportation Lead to monitor bus routes and schedules for compliance with applicable standards and efficient use of staff and equipment.
10. Work with the Transportation Lead to observe and evaluate personnel and bus routes to assess staff methods and skills, road conditions and schedules.

Maintenance (Personnel are members of the RHEA, except for subs)

1. Direct a comprehensive program of maintenance or repair of all district facilities and vehicles to assure a safe, clean learning environment and safe and efficient vehicle operations.
2. Supervise the cleanliness and maintenance of the entire campus.
3. Coordinate with the Maintenance Lead a summer cleaning and maintenance schedule.
4. Make informed recommendations to the superintendent relative to permanent improvements, service maintenance contracts and repair needs and schedules.
5. Supervise and implement all aspects of energy practice with utility companies and outside service contractors.
6. Look for opportunities to increase efficiency and accountability for all

maintenance employees, including but not limited to work hours, weekend overtime, and special events.

7. Ensure the District complies with all state and local laws and ordinances related to facilities (e.g. local ordinances for use and storage of chemicals).
8. Supervise required, seasonal maintenance including but not limited to snow and ice removal, lawn care and seasonal planting.

ESSENTIAL FUNCTIONS

Affective Skills:

1. Ensure the safety of students, staff, and guests while on our campus.
2. Make contact with the public with tact and diplomacy.
3. Build strong internal and external relationships using effective verbal and written communication skills.
4. Provide excellent customer service.
5. Interact in a positive manner with staff, students, parents, external stakeholders.
6. Promote good public relations for the district through personal appearance, attitude and conversation.
7. Prioritize multiple issues.
8. Exhibit sound judgement and the ability to think quickly during emergencies.
9. Display excellent organizational and leadership skills with attention to detail while maintaining the “big picture”.
10. Demonstrate good analytical/critical thinking.
11. Exhibit excellent verbal and written communication skills.
12. Work independently without regular direct supervision.
13. Have strong interpersonal skills and ability to work in a team environment.

Technical Skills:

1. Design and oversee the schedule for cleaning, disinfecting, grounds treatment, and inventory.
2. Monitor activities that happen outside the building, such as proper waste disposal and recycling.
3. Hands on experience with facilities management software is a plus.
4. Implement an efficient facility scheduling process for stakeholders that ask to rent or use district spaces.
5. Well-versed in technical/engineering operations and facilities management best practices.
6. Drafts and implements preventive maintenance schedules for buildings and equipment.
7. Ensures inventory of supplies with Maintenance Lead.
8. Ability to perform well in a fast-paced environment.
9. Prolonged periods standing and walking throughout facilities.
10. Must be able to lift up to 15 pounds at times.
11. Must be able to bend, lift, stretch, climb, and crawl to maintain equipment and buildings.

12. Work Order coordination.
13. Inspect the buildings and grounds on a regular basis.
14. Manage facility usage requests.
15. Ensure set ups for activities are in place.
16. Knowledge of basic HVAC controls.

QUALIFICATIONS:

1. Bachelor degree preferred.
2. Valid State of Ohio Driver's License.
3. Commitment to the belief that all students can learn and that they deserve to do so in conditions that exemplify pride, cleanliness and respect.
4. The successful candidate must have a positive growth mindset and be a strategic thinker and demonstrate problem-solving ability. Additionally the candidate must have:
 5. Five years of related management/operations experience and/or district level experience with strong leadership & analytical skills.
 6. Excellent written and oral communication skills are needed.
 7. Consensus building skills.
 8. Ability to build mutually respectful & beneficial relationships with subordinates, superiors, regulatory agencies, & community members.
 9. Ability to create and manage budgets, payroll, and work schedules.
 10. Ability to complete effective evaluations for all employees.
 11. Knowledge of organizational systems and efficiencies.

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