

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Director of Maintenance/Operations and Safety/Security

FLSA Status: EXEMPT

Classification: Classified

Terms of Employment: 12 months a year, 8 hours per day, schedule to be determined

JOB GOAL: The Director of Maintenance/Operations, and Safety/Security will oversee and coordinate the Maintenance/Operations Department, and the Safety/Security operations for the Nye County School District. This position manages the resources required to provide adequate and efficient maintenance, and safety and security in our buildings, on our grounds, and for the Nye County School District students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCSD policies and administrative regulations.

1. Reviews, revises, maintains, and implements Nye County School District, State, and Federal policies, regulations, procedures, standards, and long-range goals related to Maintenance/Operations and Safety/Security.
2. Oversees the day-to-day workflows, scheduling, and assignment of assigned department.
3. Oversees all departmental personnel to include hiring, training, employee discipline, and performance evaluations.
4. Conducts inspections and audits to identify safety and security risks; recommends and implements solutions.
5. Coordinates with human resources, local law enforcement, and safety staff as required to support and/or conduct investigations and prosecutions.
6. Collaborates regularly with the Chief Operating Officer to identify maintenance, renovation and/or construction needs, safety and security needs.
7. Inspects work performed by outside contractors.
8. Leads plan development for Maintenance/Operations and Safety/Security-related projects. Acts as Project Manager and assigns qualified staff to execute selected parts of each project.
9. Forecasts the Nye County School District's long-range maintenance and operations and safety and security needs, and modifies plans based upon current data and trends. Collaborates with the Chief Operating Officer, stakeholders, and departmental teams to design a program meant to address those needs.
10. Prepares and distributes work-status reports to the Chief Operating Officer, Superintendent, and Board of Trustees, upon request.
11. Develops the budget, in collaboration with the Chief Operating Officer, necessary to execute the departments' responsibilities.
12. Provides advice regarding, and accounts for, current use of allocated funds to accounting staff responsible for maintenance and safety funding.
13. Performs other duties related to the position, as assigned.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of school safety and security operations.
2. Knowledge of current standards for maintenance and safety staff.
3. Knowledge of building maintenance and proper use of District facilities, equipment, and supplies.
4. Excellent management and supervisory skills.
5. Excellent verbal and written communication skills.
6. Ability to prioritize tasks and delegate when appropriate.
7. Ability to travel throughout the District as needed
8. Strong analytical and problem-solving skills.

9. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
10. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Graduation from a regionally accredited university with an Associate's Degree or higher or the equivalent in related course work or related job experience.
2. Minimum of three (3) years experience in the supervision and management principals of government facilities.
3. Minimum of three (3) years experience in administrative and programmatic implementation in government facilities.
4. Minimum of three (3) years experience in operating policies and managerial aspects of government facilities.
5. Relevant licenses and certificates must be maintained for the duration of assignment.

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/minimal; medium-Exertion of force to 50 lbs., Occasionally, 10-25 lbs., frequently, up to 10 lbs., Constantly or a negligible amount of force to lift, carries, pull or push or move objects.

Physical Demands: Frequent reaching, stooping, kneeling, bending, handling, fingering, talking and hearing. Mobility to work in a typical shop, garage, yard setting and use standard office and two-way radio equipment. Also requires mobility to work in a typical office setting and use standard office equipment stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, over the telephone and via a two-way radio.

Vision: Frequent near acuity to read printed materials, instructions, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled shop/garage/office setting with temperatures ranging from mild to moderate cold/heat. Uncontrolled outside yard setting with temperatures ranging from mild to extreme cold/heat. Exposure to noise level ranging from moderate to loud, and from occasional to frequent periods.

Hazards: Frequent exposure to fumes of vehicles, exhausts, solvents, cleaners, gasoline, battery acid, sealers, etc. Furniture, office/mechanic shop equipment, moving vehicles, heavy equipment, chemicals (as related to specific assignment), and power/hand held tools and machinery (as related to specific assignment).

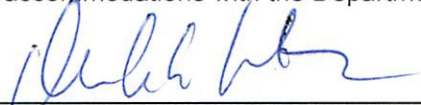
Working Conditions: Desk, computers and supplies as needed. Various computers, printers, televisions, VRCs, telephones, calculators, copy machines, fax machines, filing cabinet, two way radios and other office equipment as necessary to carry out the functions of the position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

2/18/20
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____