

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Assistant Director of Operations and Maintenance

**Supervisor:** Director of Operations

**FLSA Status:** Exempt

**Employee Group:** Administrative

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#### Qualifications:

1. Working Knowledge of (a) cleaning procedures and related product use and (b) general maintenance procedures.
2. An understanding of building mechanical systems.
3. Ability to communicate effectively, both verbally and in writing, with staff and other departments within the organization.
4. Ability to establish and maintain effective working relationships with all district employee groups.
5. Ability to direct and evaluate staff.
6. Ability to develop, implement, and monitors long and short range plans.
7. Possession of a valid Illinois driver's license.

#### Terms of Employment:

- Twelve (12) month contract
- Twenty (20) Vacation days

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Assist in developing, implementing, and monitoring short and long range plans in order to have buildings that are safe, clean, and well functioning.
2. Recommend hiring, assignments, promotions, transfers and dismissal of custodial staff.
3. Supervise and evaluate custodial operations to ensure cleanliness and safety in all District buildings.
4. Supervise maintenance and grounds employees in the absence of the Director of Operations and Maintenance.
5. Oversee the training of new and current employees in all phases of custodial cleaning and equipment operation.
6. Conduct cleaning product and equipment evaluation.
7. Plan and conduct custodial in-service programs.
8. Inspect buildings for cleanliness and safety regularly.
9. Develop and maintain custodial operations manual.
10. Assume emergency "on-call" status as requested by the Superintendent.
11. Monitor monthly supply orders and custodial supply deliveries to all buildings.
12. Keep current with best practices and requirements as they relate to your job assignment.
13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.