

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Director of Operations and Maintenance

Supervisor: Assistant Superintendent for
Business and Operations
FLSA Status: Exempt
Employee Group: Administrative

Qualifications:

1. Professional training equivalent to college degree, college degree, or related field comparable experience.
2. Experience as custodian or maintenance person.
3. Working knowledge of basic building and site maintenance operations.
4. Possession of valid Illinois driver's license.
5. Excellent organizational skills.
6. Ability to communicate effectively.
7. Personal leadership qualities to include maturity of judgment and capacity to work with others.

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. Develop, implement, and monitor short and long range plans in order to have buildings that are safe, clean, and well functioning.
2. Recommend hiring, assignment, training, promotion, transfer, and dismissal of all staff.
3. Schedule and oversee Life Safety projects and maintain appropriate record keeping.
4. Supervise, evaluate, coordinate, and assign activities of employee functions related to operations and maintenance.
5. Oversee and maintain the Operations and Maintenance Budget.
6. Oversee purchasing of maintenance supplies and repair parts.
7. Coordinate building repairs with building principals as needed.
8. Organize snow plowing activities.
9. Review and assign building generated work requests.
10. Coordinate and monitor projects being conducted by outside contractors.
11. Maintain building blueprint library.
12. Assume emergency "on call" status as requested by the Superintendent.
13. Keep current with best practices and requirements as they relate to your job assignment.
14. 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.