



Job Description

Job Title: Director, Maintenance, Grounds and Plant Operations

Reports to: Chief General Services Officer
Department: Maintenance, Grounds & Plant Operations
Compensation: Sodexho Employee
Overtime Status: Exempt
Date Job Revised: June 26, 2006

Position Summary: Provides strategic direction to departments by promoting best practices in order to uphold the District Mission, Values & Goals.

Qualifications/Job Requirements

Education: Bachelor's Degree

Specialized Knowledge, Licenses, etc:

Experience: 10 years experience

Specific Training/Skills:

Physical Requirements (If Applicable):

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of citizens or employees.

Other:

Scope of Authority (If Applicable): Allocation and approval of \$17,000,000 annually.

Customer Contacts (Internal and External):

- **Internal**
 - Grounds, Plant Operations & Maintenance employees
 - TPS Site Principals, Administrators, Teachers, Coaches, Nurses, Students, Child Nutrition & Transportation
 - TPS Department Managers
- **External**
 - Parents
 - Health Department
 - Fire Marshall
 - OSHA Inspector
 - Workers Compensation Administrator
 - Print, television and radio media
 - Citizen groups

Duties and Responsibilities:

- Executes strategic plan by implementing short and long term goals that align with the scope of service, mission & values.
- Develops a business plan and budget with each department manager that supports the goals of the district.

- Reviews and analyzes financial statements and data, operating reports, budget variance reports, and other appropriate financial information to monitor attainment of financial goals.
- Provides positive constructive feedback to employees by coaching, mentoring, counseling, or corrective guidance and action, as appropriate.
- Reviews and maintains reports to ensure compliance with federal, state, local regulations and district policies and procedures.
- Monitors operation by visiting district sites to plan projects, implement new processes and technology, and to ensure sufficient resources.
- Ensures a safe work environment for employees by enforcing the execution of all safety programs and makes recommendations for changes as necessary.
- Manages budget by controlling costs, complying with budget requirements, and making adjustments where necessary.