



2400 MASON EAGLES DR.
ERIE, MI 48133
ERIE.MASON.K12.MI.US

MASON CONSOLIDATED SCHOOLS POSITION POSTING

<u>Position Title:</u>	Operations Director
<u>Reports To:</u>	Superintendent of Schools
<u>Posting Date:</u>	December 14, 2020
<u>Available:</u>	Immediately Full-time; year-round position
<u>Salary / Benefits:</u>	\$45,000 - \$52,000 based on experience Medical, dental, vision, life, and long-term disability insurance; Sick, personal, vacation and holidays related to position

Minimum Qualifications:

- High School graduate or general education degree (GED); college coursework preferred
- 3-5 years of proven building level operations experience (personnel and facilities)
- Demonstrated knowledge in the maintenance areas of electrical, plumbing, HVAC, carpentry, and grounds.
- Demonstrated ability to follow written and oral directions.
- Demonstrated ability to develop positive working relationships with staff, students, and the school community
- Possess good organizational skills and the ability to project a positive image to staff and community
- Ability to lift at least 75 lbs. on a frequent basis
- Such alternatives to the above qualifications as the District may find appropriate and acceptable
- Ability to obtain and/or maintain Operations Director Certification

Desired Qualifications:

- Trade school certificate or valid license related to one of the major skilled trades relevant to district maintenance needs such as plumbing, electrical, general contracting or HVAC (mechanical)
- Low Pressure Boiler Operators License



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- Ability to obtain and/or maintain a CDL
- Computer experience (Microsoft Word and Excel, PowerPoint, and Outlook email)
- Previous supervisory/management experience

Criminal History Check: Upon hire, employees of the Mason Consolidated School District must be fingerprinted for a Michigan and FBI criminal history check (at employee expense).

Application Process: Applications accepted through January 15, 2021

Apply in writing to: Kelli Tuller, Superintendent
Mason Consolidated School District
2400 Mason Eagles Dr
Erie, MI 48133
734-848-9304

Supporting documents required: Letter of interest, current resume, transcripts, three (3) professional references, letters of recommendation and copy of current certificates/licenses (if applicable).

The Mason Consolidated School District does not discriminate on the basis of race, color, national origin, age, gender, marital status, religion, disability, or handicap.



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MASON CONSOLIDATED SCHOOLS JOB DESCRIPTION

Position Title: Operations Director
Department: Maintenance
Reports To: Superintendent of Schools

Function: To direct the activities of transportation personnel including drivers, aides and substitutes to ensure safe and efficient district transportation. Serve as a working supervisor in the area of building and grounds maintenance; direct the activities of maintenance and other building support personnel or sub-contractors in a manner which ensures the safe, clean, efficient, cost-effective, and functional operation of all district facilities.

Minimum Qualifications:

- High School graduate or general education degree (GED); college coursework preferred
- 3-5 years of proven building level operations experience (personnel and facilities)
- Demonstrated knowledge in the maintenance areas of electrical, plumbing, HVAC, carpentry and grounds.
- Demonstrated ability to follow written and oral directions.
- Demonstrated ability to develop positive working relationships with staff, students and the school community
- Possess good organizational skills and the ability to project a positive image to staff and community
- Ability to lift at least 75 lbs on a frequent basis
- Such alternatives to the above qualifications as the District may find appropriate and acceptable
- Ability to obtain and/or maintain Operations Director Certification

Desired Qualifications:

- Trade school certificate or valid license related to one of the major skilled trades relevant to district maintenance needs such as plumbing, electrical, general contracting or HVAC (mechanical)
- Low Pressure Boiler Operators License
- Ability to obtain and/or maintain a CDL
- Computer experience (Microsoft Word and Excel, PowerPoint and Outlook email)
- Previous supervisory/management experience

Essential Duties and Responsibilities:

General:

- Maintain proper budgetary controls for custodial, maintenance and transportation departments and monitor expenditures of these areas within limits of adopted budget
- Develop standards for maintenance, custodial and transportation supplies (including fuel) while overseeing the purchase of necessary inventories of same
- Develop preventive maintenance and training programs or in-service training for the maintenance and transportation departments



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- Oversee and maintain all local, state and federal health and safety requirements, while completing and filing all necessary reports
- Effectively write reports, business correspondence, employee evaluations, and procedure manuals
- Participate in District Administrative Team and Board of Education meetings as required
- Assist with development of district Request for Proposals (RFP) for transportation or maintenance areas

Custodial / Maintenance / Grounds:

- Analyze needs of the districts' facilities to effectively prioritize, assign, direct, and supervise maintenance personnel
- Assign staff and actively participate in maintaining and preparing athletic facilities for practices and games
- Actively participate in daily maintenance needs of the district as a working supervisor
- Oversee the proper operation and maintenance of the physical plant(s) and related mechanical and electrical systems
- Responsible for direct supervision of maintenance staff; make written recommendations for employment, evaluation, or dismissal of all personnel within this area
- Serve as liaison to third party contractor for outsourced services (custodial, snow plowing, lawn maintenance)
- Monitor progress of various major short or long term projects including sinking fund or other building projects
- Monitor ongoing program of employee safety, including asbestos, fire and tornado, right-to-know, M.S.D.S, and other environment factors
- Monitor and respond to security of facilities and equipment
- Maintain the aesthetical perception of all district facilities and grounds
- Perform other such duties as may be assigned

Transportation:

- Assign, direct, and supervise all transportation personnel (driver's, aides, and administrative assistant); oversee the total operation of the District's transportation fleet
- Responsible for direct supervision of all transportation staff; make written recommendations for employment, evaluation, or dismissal of all personnel within this area
- Evaluate safety of road conditions during inclement weather and provide input for possibility of school closings or delays
- Monitor and respond to emergency situations and inclement conditions while determining an appropriate course of action
- Develop schedules and preventive maintenance programs for district vehicles and equipment
- Coordinate the assignment of buses and other equipment to the needs of the route or trip
- Coordinate the assignment of bus drivers, substitutes and aides to bus runs and extra-curricular trips per district protocols
- Establish all regular and spec ed bus routes, schedules and stops, as well as field and athletic trips; maintain up-to-date maps and route sheets for all bus routes
- Perform other such duties as may be assigned

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.