



# DIRECTOR – PLANT OPERATIONS AND MAINTENANCE

## SUMMARY/SCOPE/GOAL

Manage and administer materials and manpower to provide plant operations and maintenance to operate all the school and building complexes in the school district.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Bachelor's Degree in Business Administration, Architecture, Engineering, or Building Construction required.
- Minimum five (5) years supervisory experience with course work or other specialized training related to plant operations and maintenance management.
- Experience in personnel supervision and budget preparation and control.

#### PREFERRED/DESIRED:

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

- Valid State Driver's License

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Direct and control the administration of plant operation services for custodial and housekeeping of buildings and grounds, including the setting of quality and operational standards, training and supervision and procurement and distribution of equipment and supplies.
2. Direct and control countywide maintenance services for HVAC, electrical, plumbing, carpentry, refrigeration, masonry, locks, cabinet-making, clocks, bells, business machinery repair, audiovisual devices repair, roofing, site work, fence repair, swimming pool repair and maintenance, fire extinguisher maintenance, safety-to-life project, painting, and floor covering.
3. Administer and supervise contracted service for servicing of equipment.
4. Oversee compliance with environmental, health, and safety regulations, and directs implementation of required programs, training and inspections.
5. Plan and supervise contracted services for site work and the operation of heavy equipment as required.
6. Administer and supervise contracted services for hazardous material control, monitoring abatement, and disposal.
7. Direct and control portable management plan for the district to include hook-ups, renovations, repairs, and disconnections.
8. Participate in design, design review, and inspection of all new construction and renovation projects.

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9. Oversee work control function to ensure proper identification, prioritization, planning, scheduling, and coordination of all facility operations and maintenance functions.
10. Conduct routing customer evaluations in order to assess customer satisfaction levels and improvement opportunities for delivery of services.
11. Assimilate and analyze data to correct design factors which cause extensive operational problems and to standardize building materials which will prevent operations problems.
12. Coordinate maintenance functions with area maintenance supervisors through frequent liaison and communications.
13. Prepare and supervise the management of annual department budget.
14. Travel to schools and work sites throughout the county.

### OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

## KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

### JOB RELATED:

This position is a multi-skilled position that requires field experience in all areas of facility operations, maintenance, environmental, safety and custodial management. Should have good management skills, ability to communicate with employees as well as principals, vendors, and other department heads. Must be knowledgeable in budgeting, supervision, planning, and scheduling. Must possess good organizational skills. Must be computer-oriented and have a good technical background in facilities management. Must have good skills of prioritizing cost-effective methods of actions. Knowledge of Florida law as it pertains to plant operations, maintenance, environmental regulations, and safety procedures.

### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

### PHYSICAL REQUIREMENTS:

#### (L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites often. Travel out of county rarely.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Facilities Services	<b>DEPARTMENT:</b>	Plant Operations and Maintenance
<b>TITLE CODE:</b>	D0365	<b>CONTENT BY:</b>	Assistant Superintendent – Facilities Services
<b>GRADE:</b>	29	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	NB	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	09/14/2004	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	06/23/98	Initial Release	Facilities Services
2.0	06/12/01	REVISED	Facilities Services
3.0	09/14/04	REVISED	Facilities Services
3.1	07/01/20	REVISED: New format	Human Resources
3.2	12/7/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

*The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.*

*Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*