

Bellaire Public Schools – Invitation to Apply

The Board of Education seeks a motivated individual with a positive attitude to fill the role of Director of Operations with the Bellaire Public Schools.

Posting Date: January 8, 2021

Position: Director of Operations

Building: Bellaire Middle School/High School, John R. Rodger Elementary

Reports to: Superintendent

Salary: TBD

Start Date: February 1, 2021

Preferred Qualifications:

1. College degree or equivalent training, experience and certification.
2. Training and knowledge in the maintenance of wood, rubberized, porcelain, VCT tile, and carpeted flooring.
3. Knowledge of building construction as well as the maintenance and operation of buildings and grounds.
4. Knowledge in the maintenance of boilers and air conditioning systems, temperature controls of boilers, and air conditioning systems.
5. Possess basic computer literacy skills.
6. Understanding of the specific purposes of school facilities maintenance and operation and of the basic purposes of education in general.
7. Ability to work well with people, to organize effectively, and to plan wisely.
8. Ability to communicate effectively in writing and orally.
9. Self-directed and able to take initiative.
10. Ability to manage a small team.
11. Ability to communicate effectively and relate positively with students, parents, custodial staff, and members of the community.
12. Three (3) or more years of exemplary related experience.

Reports To: Superintendent

Job Functions:

1. Assume responsibility for the overall direction and management of school facilities maintenance and operation, grounds, and planning for new technologies and future growth under the general direction of the Superintendent and in accordance with Board objectives and policies.
2. Maintain job descriptions and work schedules for all custodial & maintenance personnel.
3. Assign and direct all custodial & maintenance personnel.
4. Coordinates the selection of new custodial & maintenance personnel.
5. Develops and provides orientation and initial training of new employees.
6. Responsible for continuing training for all current custodial & maintenance personnel.
7. Develop effective and efficient systems for all custodial & maintenance services, preventative maintenance services, and work orders.
8. Complete detailed inventory of physical plant.

9. Responsible for the technical library consisting of plans, specifications, shop drawings, manufacturer's literature, etc., on all buildings and equipment therein.
10. Complete the development of maintenance standards and guides for each building.
11. Provide supervision and leadership for custodial staff.
12. Develop safety work rules for employees and conducts a continuous safety program.
13. Select and/or recommend for purchase and evaluate products relating to operation and maintenance supplies, equipment and tools.
14. Responsible for appropriate bidding and purchase of supplies, equipment, and tools
15. Supervise, inspect, and evaluate the work, and certify satisfactory completion for payment of, contracted services.
16. Responsible for inventory and distribution systems for supplies, equipment, and tools.
17. Assist in the planning for new buildings and additions, remodeling, and renovations.
18. Develop schedules for periodic inspection, preventive maintenance, and service of buildings and equipment.
19. Develop long-range plans for the improvement of buildings and grounds in collaboration with the Superintendent and Board of Education Building and Site Committee.
20. Work with the Superintendent and Business Manager to develop an annual budget for Custodial/Maintenance.
21. Work with building administrators to ensure proper custodial & maintenance services are provided for all activities.
22. Represent the Superintendent in working with the architect on construction projects.
23. Undertake major responsibility for evaluating all building services personnel.
24. Perform up to 40 hours per week of custodial/maintenance work.
25. Supervise all services that are contracted for ground maintenance including snow removal.
26. Responsible for the bidding process for ground maintenance and snow removal.
27. Responsible for the upkeep and repair of all the school district's equipment including the tractor, mowers, and so on.
28. Perform all such other duties as may be assigned to him/her by the Superintendent/Designee.

Starting Date: Monday, February 1, 2021

Salary: To Be Negotiated

Application Deadline: 4:00p on Friday, January 22, 2021

To Apply: Submit cover letter, resume, and current references to:

Bellaire Public Schools
Attn: Mark Brenton, Superintendent
204 W Forest Home Ave
Bellaire, MI 49615

Or send via email to:

mbrenton@bellairek12.org