

Fairfield Public Schools

Title: Executive Director of Operations

Job Purpose Statement:

This position is a member of the Superintendent's Executive Team at Central Office and oversees all staff who work with Facilities Operations including all buildings and grounds, custodial, utilities, energy management systems and safety/security systems. The individual in this position is also responsible for capital projects, long-term facilities planning, contracted services, formulating and overseeing a budget, and ensuring strategic long and short-term facilities objectives are met.

Responsible To:

Superintendent of Schools

Essential Job Functions:

- Directs, supervises, and evaluates department staff; custodial, maintenance, grounds, construction, safety, security, reservations, risk management, student records, retention, and secretaries. Ensures staff receives training related to specific job tasks and responsibilities.
- Prepares, monitors and controls budget related to maintenance, custodial, and FPS annual construction projects.
- Evaluates managers, supervisors, and coordinator. Oversees evaluation of all Department of Operations staff.
- Ensures that a School Safety Committee, School Climate Committee, Tools for Schools Committee, Green Cleaning Programs are evident at each school site.
- Oversees that external contractors (electricians, plumbers, carpenters, low voltage, building envelope, roofers, painters, landscapers, etc.) complete work to a high standard of satisfaction.
- Attends Executive Team meetings and serves as the primary voice between Central Office and the Department of Operations.
- Responsible for managing the developing of all Educational Specifications to meet the expectation of the Board of Education Facilities Guidelines.
- Primary liaison to the Fairfield Public Works and other Town agencies involved in school construction or facilities management (landscape, road work, snow removal, emergency generators, etc.).
- Oversees that schedules meet the needs of each school site in regards to custodial/maintenance staffing ratios and expectations for clean, safe, well-maintained buildings.
- Develops and monitors department budget; oversees orders for equipment and supplies and monitors inventory; makes requests for capital outlay expenditures as needed.
- Participates in feasibility and other studies related to school construction (traffic studies, enrollment projections, re-districting studies).
- Manage the coordination of the scheduling of all construction.
- Ensures timely submission of all facilities related documents to the State Board of Education, including such items as contracts, reimbursements, project change orders, project payment requests, state reporting, audits, etc.

- Attends all Board of Education meetings and reports to the BOE as required, Board of Selectmen, Board of Finance, and RTM meetings related to budget, capital project requests, and non-recurring project requests.
- Maintains and updates the Long Range Facilities Plan, Waterfall Schedule Planning Document, Capital projects, and annual Non-Recurring projects list.
- Oversees coordinator and secretarial staff reporting to the Department of Operations.
- Responsible for Student Record filing (PSIS, TCS manager, student retention, and transcripts).
- Develops, implements, and supervises preventative maintenance programs and renovation programs for buildings, grounds, mechanical and electrical, utility, and safety and security systems.
- Ensures facility safety and facilities ADA compliance standards.
- Works closely with staff and state officials on meeting all mandates for hazardous materials testing and reporting related to educational facilities.
- Prepares specifications for facilities projects; estimates costs of equipment, materials, labor, and supplies; prepares bid specifications for projects, equipment, and contracted services; oversees site and building projects performed by outside contractors.
- Ensures the proper reporting, disposal of hazardous and controlled waste in compliance with regulations and guidelines. Maintains records for asbestos management, radon gas, lead in paint, lead in water, PCB's, etc.
- Evaluates the need for and arranges facilities training sessions (blood borne pathogens, PPE - personal protective equipment, OSHA, MSDS, green-cleaning supplies, asbestos containing materials, ILSM - interim life safety measures, HVAC and boiler equipment) and other job-related training.
- Contributes to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them.
- Works with essential staff, including the Superintendent, for weather related delays and closings.
- Performs other related tasks as requested.

Preferred Qualifications:

Experience in facilities, maintenance, school construction, and related management experience is required. Must exhibit strong interpersonal and personal skills to communicate orally and in writing to a broad group of stakeholders and staff members. Must collaborate with others, including Town departments, State departments, contractors, design professionals, consultants, and school administration and staff.

Terms of Employment:

12-month position

Salary commensurate with experience-starting \$170,000

Evaluation:

The Superintendent will evaluate performance of this job annually

Physical Requirements:

Normal office physical demands; ability to work in busy, congested, office environment; ability to work at desk for long periods often in a sedentary position; ability to travel throughout the district and buildings as needed.

Filing Date: March 15, 2019

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