

Job Description

Job Title:	Safe and Sustainable Environments Director	Job Code:	5042
Job Family:	Non-Certified	FLSA Status:	Ex – E
Pay Program:	Administrative	Pay Range:	L15
Prepared/Revised Date:	July 2017	Work Year:	12 months

SUMMARY: Responsible for and provide leadership and administrative services surrounding the safety and sustainability of all district facility environments. Responsible for ensuring compliance with Board of Education operating limitations. Hire, supervise and evaluate staff as assigned. Demonstrate fiscal integrity and excellent interpersonal relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for and provide leadership, coordination, supervision, and administration for district operations including safety and security, environmental health and safety compliance, maintenance, custodial, energy and sustainability, for all district facilities and community use of all district facilities. Responsible for ensuring compliance with Board of Education operating limitations. Ensures proper, accurate, and timely data collection for reporting on BOE policy end statements.	D	50%
2. Collaborate, coordinate and act as liaison with other district departments and Chief Operating Officer. Develop, mentor, and provide leadership for collaborative work teams to address all business operation related issues. Works directly with local law enforcement leadership to ensure consistent support to district facilities. Respond to schools 24/7 for emergency response and crisis management.	W	15%
3. Evaluate, recommend and implement appropriate staffing levels for each department. Provide or ensure through direct reports, timely, accurate and appropriate evaluation and feedback of staff performance in accordance with district guidelines. Responsible for review, approval and verification of reported time in district time and labor system. Prepare and analyze time and labor reports.	D	10%
4. Oversee the management of multiple department budgets, ensuring each budget is in compliance with district and state policies and regulations. Collaborate with chief operations officer regarding each budget.	W	10%
5. Serve as the primary designee in the absence of the Chief Operations Officer. Execute the duties and responsibilities identified in BOE operating limitations during the Chief Operations Officer absences.	A	10%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university in related field required.
- Master's degree from an accredited college or university preferred.
- Minimum of six (6) years of management and administration experience in operations management, preferably with an education institution.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among school locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent written and verbal skills.
- Excellent leadership, coaching and mentoring skills.
- Ability to develop, evaluate, and manage budgets.

- Ability to understand and use financial information such as the Comprehensive Annual Financial Report (CAFR).
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Ability and willingness to, be on call and/or respond to calls 24/7.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite and Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Emergency Preparedness Manager	1	3105
	Facility Use Manager	1	100518
	Facilities Manager-Custodial Operations	1	071107
	Energy and Sustainability Assistant Director	1	050301
	Facilities/Maintenance Assistant Director	1	040701
	Project and Environmental Program Manager	1	060629

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develop, evaluate and manage multiple budgets

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			
WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	