

DIRECTOR OF OPERATIONS
JOB DESCRIPTION
MSDOF WAYNE TOWNSHIP

PURPOSE: Administers District-wide facilities, transportation, and child nutrition departments and programming.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the buildings and grounds, transportation, and child nutrition departments.
2. Supervises the maintenance programs for all fixed assets owned by the District.
3. Oversees the planning, preparation, specifications and construction of new and renovated facilities, and maintenance of current facilities.
4. Provides equipment and tools necessary for operations personnel to do their job effectively.
5. Prepares and analyzes of the budget as it pertains to the operations of facilities, transportation and child nutrition.
6. Supervises warehouse activities and the delivery of materials.
7. Prepares and makes reports and presentations to the school board on facilities, transportation, security and child nutrition.
8. Prepares such other and assumes such other responsibilities as the Superintendent or his/her designee may assign.

Revised December 2016