**NELSON COUNTY SCHOOLS**

**Job Description**

**TITLE:** Director of Physical Support Services

**QUALIFICATIONS:** Demonstrated aptitude or competence for assigned responsibilities

(Certificated or Classified Position)

**REPORTS TO:** Executive Director of Operations

**JOB GOALS**: To assist in insuring that every student enrolled in the district gains full advantage from his/her educational opportunities as a result of good attendance and well maintained facilities.

**PERFORMANCES RESPONSIBILITES**

 Work closely with school building principals and the Director of Maintenance & Operations on facility matters.

Personally inspect buildings for cleanliness, quality assurance and safety compliance.

Conduct custodial training to ensure standardization of performance at each facility.

Monitor custodial performance and make corrective actions as necessary.

 Establish and monitor satellite custodial supply inventories at each facility.

Coordinate custodial supply requests and approves all custodial supply orders.

Coordinate requests for custodial services for after hour functions.

Recommend Custodial work schedules.

Supervise head custodians.

Conduct custodial equipment inspections and determines/approves equipment needs

Supervise usage of campus storage facilities.

Assist in the enforcement of all safety rules and safety programs.

Plans, organizes efficient maintenance and repair of District building and facilities., coordinates and oversees day-to-day maintenance activities to assure the proper

Trains, supervises and evaluates the performance of assigned maintenance and skilled trades staff; assigns and reviews work and participates in the selection of new personnel as assigned.

Develops and prepares work schedules; reviews maintenance reports and work orders; prioritizes and coordinates duties and assignments to assure effective workflow and facilitates operations; coordinates responses to emergency calls.

**Director of Physical Support Services continued-----------------------------------------------Page 2**

Conducts inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed: recommends removal of fire, safety or health hazards including asbestos-related issues; instructs staff in safe work practices.

Participates in the establishment and implementation of a systematic preventive maintenance program; investigates vandalism as necessary.

Assists in determining needed equipment, materials and supplies for the district maintenance operations; requisitions a wide variety of supplies, maintenance tools and equipment.

Communicates with vendors, contractors, and inspectors regarding maintenance and construction operations and activities, materials, specifications, scheduling district policies and procedures.

Develops and administers a transportation program to meet all the requirements of the daily

instructional program and extracurricular activities.

Prepares bus routes for all schools in the district.

Prepares and updates bus schedules for all schools in the district.

Recruits and supervises all transportation personnel, and makes recommendations on employment, transfer, promotion and release.

Maintains all district-owned equipment and develops plans for preventive maintenance.

Submits transportation employee payroll time sheets on monthly basis.

Authorizes purchases in accordance with budgetary limitations and district rules, after discussion with the Executive Director.

Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.

Cooperates with school principals and others responsible for planning special school trips.

Takes an active role in solving discipline problems occurring on school buses.

Develops recommendations for future equipment and personnel needs based on a survey of resident students, distances and grade levels.

Acts as liaison with parents for complaints and special requests.

Conforms to all state laws and regulations regarding school transportation.

Completes and forwards insurance reports to the Executive Director, who will dispatch them

as required.

Submits all reports to the Executive Director, who will forward them as required by state

authorities.

**Director of Physical Support Services continued-----------------------------------------------Page 3**

Advises Superintendent and the Executive Director on road hazards supporting his/her decision on school closing during inclement weather.

Demonstrates regular attendance and punctuality.

Performs other duties consistent with the position assigned as may be requested by the

Superintendent.

**ABILITY TO:** Perform as a leader such that student achievement is maximized.

**KNOWLEDGE AND ABILITES:** To perform the responsibilities as previously outlined.