# NELSON COUNTY SCHOOLS

**Job Description TITLE:** Director of Physical Support Services

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

**REPORTS TO:** Chief Operating Officer (COO)

**JOB GOALS**: To assist in ensuring 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 RESPONSIBILITIES

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 assist principals in making 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.

Assist principals in the supervision of 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.

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.

Supervise and monitor contract fulfillment of the custodial outsource company.

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.

Along with the Director of Building Maintenance 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.

In partnership with the Director of Transportation prepares bus routes for all schools in the district.

In partnership with the Director of Transportation prepares and updates bus schedules for all schools in the district.

In partnership with the Director of Transportation, 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 COO

Along with the Director of Transportation 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 COO, who will dispatch them as required.

Submits all reports to the COO, who will forward them as required by state authorities.

Advises Superintendent and the COO 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 ABILITIES :** To perform the responsibilities as previously outlined.