

## MARION COUNTY JOB DESCRIPTION

Position Title: Director of School Safety & Physical Support Services

Department: District Wide

Reports To: Superintendent

Approved by: Marion County Board of Education

Date: July 2019

**SUMMARY:** Oversee the planning and support of physical services and safety throughout district.

**ESSENTAIL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assist in the enforcement of all safety regulations and programs; serves as the district School Safety Coordinator.
- Supervises Maintenance, Energy Management and Transportation programs
- Works with architect\engineers on new construction and\or renovation facility projects.
- Coordinates community and outside use of facilities.
- Assist Local Planning Committee with the development of the District Facilities Plan.
- Plans, organizes efficient maintenance and repair of District facilities and equipment; coordinates and oversees day-to-day maintenance activities to assure the proper operations
- 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 to outside vendors as needed.
- 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.
- Assists Superintendent on school closing decisions due to inclement weather, safety, etc.
- Develops and administers a transportation program to meet all the regulations and requirements of the daily transportation and extracurricular activities; Field Trip approval designee.
- Develops bus routes for the district.
- Assist Director of Vehicle Maintenance with daily transportation duties and operations.
- Recruit and supervises all transportation personnel, and makes recommendations on employment, transfer, promotion and release.

- Performs such other tasks and assumes other responsibilities as the Superintendent may assign.

**EDUCATION and/or EXPERIENCE:** Bachelor's Degree

**SUPERVISORY RESPONSIBILITIES:** Transportation and Maintenance staff, School Resource Officer(s) (SRO); and other staff assigned by Superintendent

*QUALIFICATIONS REQUIREMENTS: 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.*

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret documents such as safety rules and regulations, procedure manuals, and operating instructions. Ability to write routine reports and correspondence. Ability to speak effectively before groups and/or employees.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**TECHNOLOGY SKILLS:** Ability to use technology to incorporate with school safety (door access, security cameras, and other devices).

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, draw valid conclusions, and implement corrective methods. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:** Ability to establish and maintain effective working relationships with students, staff, first responders, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee will visit various buildings for inspection and meetings.

The noise level in the work environment is usually very quiet.

