



- Title:** Assistant Director of Operations
- Reports To:** Director of Operations
- Exempt Status:** Exempt
- Qualifications:** Bachelor's Degree or 5 years of experience as a Director of Operations or equivalent position; excellent verbal communication skills; impeccable organization and management skills. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.
- Job Description:** This position is responsible for the overall maintenance, custodial, physical plant and grounds of MPCS, which include 7 buildings.
- Physical Requirements:** Lifting equipment, boxes and other packages not exceeding 50 pounds for males / 25 pounds for females (boxes heavier than 50 pounds should be lifted while wearing a back brace); excellent cognitive and hearing abilities
- Responsibilities:** The following are responsibilities of the Assistant Director of Operations:
- Supervision of Maintenance and Custodial staff both in-house and contracted
  - Implementing preventative maintenance of all facilities and equipment owned and operated by MPCS
  - Preparing and coordinating daily maintenance plan for regular school year usage to ensure that all areas are maintained in a sanitary and clean condition
  - Reviewing and coordinating all maintenance and facility utilization requests to ensure maximum utilization of facilities
  - Utilizing software to schedule preventative maintenance on physical plant, vehicles, and asset inventory
  - Maintaining "on-call" status 24/7/365 concerning any maintenance incidents that occur at MPCS
  - Ensuring that facilities are in compliance with OSHA Code of Federal Regulations
  - Coordinating with landscaping contractor to ensure grounds are maintained at the highest standards
  - Supervising maintenance of computer programs responsible for operation of HVAC systems to ensure buildings are maintained at appropriate temperature levels
  - Maintaining blue prints concerning MPCS buildings/grounds
  - Conducting pre-drill assessments to ensure that facilities are in accordance with fire code

- Accompanying fire marshal and insurance inspectors during inspections to ensure compliance with governing directive, correcting violations and preparing responses.
- Insuring that facilities are in compliance with Environmental Protection Act
- Personnel are immediately available for any and all emergencies
- Scheduling and training personnel on blood born pathogens procedures in accordance with OSHA standards
- Preparing safety memorandums of staff accidents
- Ensuring that preventative maintenance and class B safety inspections on assigned vehicles are completed on time, ensuring transportation regulations compliance
- Performing safety inspections that are required by school insurance company concerning athletic program, after school program, playground equipment and facilities