



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Executive Director, Physical Plant Operations
JOB CODE: D-005
CLASSIFICATION: Exempt
SALARY BAND: E
BARGAINING UNIT: ESMAB
REPORTS TO: ~~The Deputy Superintendent, Facilities & Construction Management~~ Chief Strategy & Operations Officer
CONTRACT YEAR: Twelve Months

~~POSITION GOAL: Develop and implement best practices by managing the daily operations of facilities and operations by ensuring appropriate resources are available to deliver exceptional service. To provide overall leadership in the planning and implementation of facilities maintenance, operations and minor capital programs. To coordinate maintenance and minor capital projects, emergency building and ground repairs, preventive and planned maintenance programs and reduction of the deferred maintenance backlog.~~

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Executive Director, Physical Plant Operations shall carry out the performance responsibilities listed below:

- ~~Plan, organize and implement a comprehensive maintenance program for all District buildings, classrooms, portables, support facilities, grounds and athletic fields.~~
- ~~Communicate and coordinate efforts with facilities construction and act as a liaison between the District and contractors, architects, engineers and other stakeholders.~~
- ~~Provide strategic direction and coordinate the implementation of long-range goals.~~
- ~~Provide leadership and strategic direction for operational, financial and budget planning activities.~~
- ~~Develop and define metrics, measures and scorecards to monitor productivity, and evaluate the effectiveness and efficiency of operations.~~
- ~~Develop and manage the departmental budget, including multi-year funding plans.~~
- ~~Provide input and guidance on the Physical Plant Operations departmental organizational structure, staffing deployment and evaluation.~~
- ~~Interface and coordinate activities for maintenance operations and capital programs, working closely with various stakeholders.~~
- ~~provide Provide leadership for maintenance and operations services of for all school facilities by coordinating all facilities operations offices, staff, and systems.~~
- ~~direct Direct and control the administration of all facilities operations for custodial, maintenance and grounds services, including the setting of establishing quality and operational standards, training, and supervision, and procurement (in collaboration with Director of Materials Logistics), and distribution of equipment and supplies.~~
- ~~oversee Oversee work control, labor utilization, planning and scheduling.~~
- ~~ensure Ensure compliance with environmental, health, and safety regulations, and direct the implementation of required programs, training and inspections within areas of responsibility.~~
- ~~establish Establish goals, objectives and action plans consistent with District goals and strategic commitments, and implement Implement tracking systems which produce expected outcomes to effectively meet the maintenance and facilities operations operational needs of the District.~~
- ~~develop Develop the department budget, and monitor its implementation, and spending to ensure sound effective budget management for all units within Physical Plant Operations.~~
- ~~seek Develop and implement innovative solutions to address challenges arising from fluctuating levels of funding and personnel staffing, emerging technologies and changing customer requirements.~~

- ~~Participate~~ Participate in the design, ~~design~~ review and inspection of all new construction and renovation projects, including the commissioning of newly constructed facilities.
- ~~demonstrate initiative in identifying~~ Identify potential ~~problems~~ issues ~~or~~ and opportunities for operational improvement and take appropriate action.
- ~~respond~~ Respond to inquiries or concerns in a timely manner by preparing or overseeing the preparation of all required reports and maintaining appropriate records.
- ~~proactively~~ Proactively communicate with ~~academic~~ District and school administrators (~~Area Superintendents, Directors and Site Administrators~~) to address concerns and ~~insure~~ ensure excellence of ~~facilities operations~~ operational services.
- ~~interview~~ Interview, hire and supervise assigned personnel, ~~conduct~~ Conduct annual performance appraisals and make recommendations for appropriate employment action.
- ~~review~~ Review and recommend changes to policies, procedures and programs within assigned responsibilities.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of the The School Board of Broward County, Florida.
- ~~participate successfully~~ Participate in the training programs offered to ~~increase~~ enhance the ~~individual's skill~~ individual skills and proficiency related to the ~~assignments~~ job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job responsibility responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow Federal federal and State state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the Deputy Superintendent, Facilities & Construction Management, immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- ~~An earned master's degree from an accredited institution.~~
- ~~Minimum of eight (8) years of experience and/or training in a field related to the title of the position including at least five (5) years in a management capacity.~~
- An earned bachelor's degree from an accredited institution.
- ~~Minimum~~ A minimum of ten (10) years, within the last twelve (12) years, of experience ~~and/or training~~ in a field related to the title of the position, including at least ~~five (5)~~ seven (7) years of experience in a management capacity.
- Prior work experience ~~should include supervision, in~~ budget preparation, purchasing, and stockroom/ and warehouse logistics.
- Prior leadership experience in a large, complex organization requiring interaction with the senior leadership team and/or Board of Directors.
- Demonstrated knowledge of software implementation, integration and/or quantitative analysis.
- Prior work experience preparing documented arguments and supporting rationale used to drive decision-making, with a focus on improved effectiveness and efficiencies.
- Proven track record of leveraging innovation, systems and best practices to drive a culture of continuous improvement.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution.
- Preferred degree Degree majors include in Business Administration, Education, Public Administration or related field.
- Prior experience in a large, private company, government agency and/or K-12 District.
- Demonstrated ability to conduct risk analysis and develop alternatives, including cost-benefit, repair vs. replace and similar analysis.
- Prior experience developing, implementing and administering business and analytical tools, software and systems.
- Knowledge of process improvement methodologies, such as Six Sigma.
- Bilingual skills preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequently meets with Maintenance and Operations Directors to coordinate work flow; periodically meets with Principals and Directors to ensure customer service requirements are being met.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Adopted: 7/6/04

Title Change: 7/1/05

Reporting Change: 7/25/11

DRAFT