

Exhibit 1

School Board Agenda Item

December 10, 2019

Executive Summary

Proposed **Revised** Job Description for the Executive Director, Physical Plant Operations Position

Background: This item is being recommended for School Board **adoption** to meet requirements for revised job description.

Position Title: Executive Director, Physical Plant Operations

Division/Department: Physical Plant Operations/Strategy & Operations

Salary Band: E Range: \$104,836 - \$178,367

Salary Schedule: ESMAB Salary Schedule

Recommended Policy Status: Chart Job Description - **Final** Reading

Rationale: The job description for the Executive Director, Physical Plant Operations has been revised to better align the qualifications and experience of the position, based upon the expected scope of work. This is a critical position that is responsible for providing overall leadership in the planning and implementation of facilities maintenance, operations and minor capital programs. Additional responsibilities include coordinating maintenance and minor capital projects, emergency building and ground repairs, preventive and planned maintenance programs, and reduction of the deferred maintenance backlog. The job description defines the performance responsibilities and the minimum education and experience required to perform successfully in the job.

Additionally, recommendations received from Board Members during first reading at the 10/15/2019 Regular School Board Meeting, have been incorporated in the job description.

There is one Board approved position associated with this job description.

An evaluation of the revised job description does not result in a salary band change.

As part of the process to create and edit job descriptions, Compensation provides the designated Bargaining Unit or Meet and Confer Representative with a copy of the new or revised job description prior to the First Reading. Any feedback received from the Representative is reviewed for consideration and, where applicable, incorporated as part of the job description. The Representative for ESMAB was provided a copy of the job description via e-mail on October 2, 2019. Additional feedback was not received prior to submission of this document for approval.

Cost: The revision of this job description represents no additional financial impact. The source of funding for all positions associated with this item has been encumbered as part of the department's budget.