

**Director of Physical Plant and Operations**

Duties and Authority

The Director of Physical Plant and Operations is responsible for the improvement, maintenance, and cleaning of all District facilities and grounds. The Director of Physical Plant and Operations coordinates and supervises all construction projects undertaken by the District and acts as the primary liaison between the District and its architects, planners, engineers, and contractors. The Director of Physical Plant and Operations oversees the development of bids for the District's capital projects and acquisitions. The Director of Physical Plant and Operations develops capital budgets, oversees transportation operations and is responsible for the care and maintenance of the administration facilities and grounds.

Administrative Relationship

The Director of Physical Plant and Operations is employed by the Board of Education and reports to the District Controller and Superintendent of Schools.

Qualifications

The Director of Physical Plant and Operations must have substantial academic and experiential qualifications in the areas of plant management, architecture, engineering, and personnel supervision; and an understanding of short and long range site and facility planning.

Evaluation

The District Controller and Superintendent shall annually evaluate the Director of Physical Plant and Operations and make employment and salary recommendations to the Board of Education.

Compensation and Benefits

The Board of Education and the Director of Physical Plant and Operations shall enter into an employment agreement that conforms to Board policy and State law. The Board will consider the Superintendent's recommendations when setting compensation for the Director of Physical Plant and Operations. These recommendations will be presented to the Board no later than the June Board meeting.

Terms of Employment

The work year for the Director of Physical Plant and Operations shall be the same as the District's fiscal year, July 1 through June 30. In addition to legal holidays, the Director of Physical Plant and Operations shall have vacation periods as approved by the Superintendent.