

DIRECTOR, PLANT OPERATION SERVICES (DOE)

General Statement of Duties and Responsibilities

This is a management class of positions. All personnel perform related work.

Under executive direction, with the broadest scope for the exercise of independent initiative and judgment, administers and supervises the activities of the Bureau of Plant Operation.

Examples of Typical Tasks

Administers and supervises the operations function of the Division of School Facilities which includes energy conservation, custodial operations, school buildings security and motor transportation.

Administers and supervises the preparation of the annual budget request, the preparation of all budget modifications during the fiscal year, the keeping of proper and necessary data for use by the Office of Financial Control for purpose of audit, and is responsible for operating the Bureau within the constraints of the adopted budget.

Administers the training and supervision of Plant Operation personnel, initiating such new training programs as may be needed with new policy requirements.

Directs the preparation of manuals and procedural circulars concerning the maintenance and operation of physical plants. Directs the computation of building measurements for the purpose of setting custodial allowances. Directs the rating of custodial personnel for transfer purpose.

Participates in collective bargaining negotiations and grievance resolution in relation to school custodians and their employees.

Directs the management of the Energy Conservation Section which is responsible for the efficient management of energy resources for the Board of Education.

Directs the management of the School Buildings Security Section which is responsible for all aspects of building security including the installation and maintenance of security systems and watchman service in the various Board of Education facilities throughout the system.

Directs the management of the Transportation Section which provides all vehicular transportation used by the Board of Education.

Represents the Bureau at meetings and conferences with other divisions in the Board of Education, Community School Boards, other City, State and Federal agencies, and with individuals and organizations

DIRECTOR, PLANT OPERATION SERVICES (DOE) (continued)

Qualification Requirements

1. Graduation from an accredited college with a baccalaureate degree and six (6) years of experience in the management of building operations, including at least three (3) years in responsible charge of at least ten (10) buildings with an aggregate floor area of at least two million square feet; or
2. Graduation from a senior high school or evidence of having passed an examination for the high school equivalency diploma or the U.S. armed forces GED certificate with a score of at least 35 on each of the five tests and an overall score of at least 25 in the examination for the diploma of the certificate ; and 9 years of experience as described above, including at least three (3) years in the administration and overall management of plant operations including budget, personnel and related supportive services ; or
3. A satisfactory equivalent combination of education and experience.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.