

**DeKalb County School District
Position Specification**

Title: Deputy Chief Operations Officer

DIVISION	Operations	7520A0001 <1>
DEPARTMENT	Facility Management	701101
REPORTS TO	Chief Operations Officer	[A]
CLASSIFICATION	Deputy Chief Operations Officer	LEVEL EXD
CALENDAR	12 Months	FLSA Exempt
RETIREMENT	Teachers Retirement System	APPROVED (HR) 2020

General Statement of Job

The job of the Deputy Chief of Operations was established for the purpose(s) of total life-cycle management of district facilities. This includes the strategic integration of capital construction and maintenance of buildings and grounds to achieve a condition of operating excellence. Under general direction, the Deputy Chief plans, develops, directs, implements and monitors facility management services across more than 150 buildings and grounds. The position oversees both capital construction (new buildings, additions, renovations, modifications) as well as facility maintenance services (work orders, maintenance, repair, replacement) to ensure the complete and full use of district facilities. The position monitors the grounds of all facilities to provide a condition of safety, neatness, and aesthetic attractiveness. The position directly supports the educational process by providing the optimal physical structures and classroom supports (e.g. FFE, lighting, cleanliness) to enhance teaching and learning. This position continuously improves process, procedures and practices to maintain optimum building performance. This position is a direct report to the Chief Operations Officer (COO). The DeKalb County School District serves approximately 98,000 students across more than 150 buildings and grounds. The district is the 30th-largest district in the United States.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Tasks and responsibilities will be in concurrence with implementing the Strategic Plan and Aligned Management System. Other duties may be required and assigned.

- Conducts real asset management for a K-12 school district. Develops, maintains and controls property inventory consistent with school division objectives. Directs daily, short and long-term management efforts. Ensures

forms, records and reports are properly completed and maintained for the public record.

- Inspects school buildings, grounds, and installations regularly for the purpose of maintaining high standards of workmanship, cleanliness, safety, and security.
- Manages the comprehensive planning (master plan, 5-year plan, etc.) and scheduling of capital projects, maintenance and repair requirements of the division, including service vehicles and motorized equipment for the purpose of assuring safe and functional facilities and associated building systems and equipment
- Develops annual budget and strategic, 3-to-5 year plan. Monitors the budget of personnel and non-personnel accounts. Manages staffing requirements. Drives and documents cost-reductions and cost-savings initiatives.
- Provides regular status reports (weekly, monthly, quarterly, annually) for the purpose of conveying information on ongoing capital projects and maintenance problems..
- Responds to the requirements of school administrators, staffs, and external stakeholders with respect to school facility problems (real or perceived) for the purpose of correcting and repairs as appropriate
- Trains and develops the workforce. Organizes and implements an orientation program for the purpose of conveying proper operation and maintenance of school facilities for departmental personnel. Conducts continuing staff training and personnel development for the purpose of maintaining a consistent work flow.
- Coordinates and oversees the completion of activities in all phases of the project cycle of facilities-related construction projects and major maintenance initiatives. Coordinates with the Office of Planning to develop space use plans.
- Conducts procurement. Helps prepares contract specifications for bid solicitation of various services and vendor selection. Monitors vendor performance. Supervises and inspects facility improvement and renovation work performed by outside contractors for the purpose of verifying that the terms of all such contracts have been fulfilled before final payments.
- Provides communications and customer service support. Resolves complaints or requests for information and assistance. Updates department web-page.
- Coordinates with the Offices of Business Services (and Finance) to manage multi-million dollar budgets and projects. Helps integrate effective use of facility operating and maintenance budgets with the administration of the capital improvement budget.
- Maintains internal controls for accountability and performance consistent with department and division goals, objectives and standards.
- Responsible for staying informed of the latest trends, developments, and products for the design, construction, maintenance, repair, and disposal of properties; encourages innovation and experimentation as appropriate.
- Develops business metrics to create continuous improvement for the Aligned Management System (AMS)
- Serves as an emergency contact person for the entire school district on a 24/7 basis.

- Assists other personnel and performs other duties as may be required for the purpose of ensuring an efficient and effective work environment.

Education and/or Experience

Master's degree in business/public administration, construction management, engineering or closely related area from a Professional Standards Commission approved accredited college or university is preferred. Bachelor's Degree in business/public administration, construction management, engineering or closely related area from a Professional Standards Commission approved accredited college or university is required. A minimum of seven (7) years of supervisory-level work experience, preferably related to the management of large buildings and grounds and the management of personnel required.

Experience with multiple-location, distributed operations is preferred.

Certificates, Licenses, Permits: None required. Continuous education is preferred. Program Management Professional (PMP), Professional Engineer (PE), Facilities Management Professional (FMP) or Certificate of Facilities Management (CFM) by the International Facility Management Association or equivalent of the Building Owners and Management Association (BOMA/I) or similar organizations is preferred.

Computer-software skills. Must be proficient in the use of MS Office Suite and particularly software programs Excel and PowerPoint.

Work Conditions: Must be available after hours for job emergencies. Residence within DeKalb County is preferred given the 24/7 emergency response requirement.

Knowledge, Skills & Abilities

May require:

Knowledge of organizational and department planning procedures relating to control of planned activities, budgeting and spending, labor issues and efficiencies, operating policies, manpower and facilities requirement forecasting, all relevant available public and private resources and services; school system organizational structure and departments within the Mountain Industrial operations; problem solving and conflict management; county policies and procedures Mountain Industrial's standard operating procedures.

Skill in oral, written and interpersonal communication, coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities, administration and management skills gained through increasingly responsible management positions, recruiting, training and motivating employees; working with diverse groups; and making large and small group presentations.

Ability to direct and administer the programs and services of a non-profit educational and/or service organization, obtain and manage external grants and contracts, the organization or specific assigned area, establish objectives and procedures governing the performance of assigned activities among employees, develop and understand financial and/or operating reports; maintain confidential information; organize; and interact with school based and community clientele related to overall operations and services; use relevant computer applications; prioritize assignments; and manage multiple tasks simultaneously.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all sedentary criteria are met.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to works steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

Employee: _____

Date: _____

Supervisor: _____

Date: _____