

**GULFPORT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Chief Operations Officer

Board approved July 15, 2013

QUALIFICATIONS:

1. High school graduate
2. Five (5) years of experience in related field in schools or business
3. Fundamental knowledge of financial record keeping
4. Ability to develop and manage annual fiscal budget
5. Decisiveness
6. Proficient written and verbal communication skills
7. Organized and detail oriented
8. Process knowledge of infrastructure services

SUPERVISES:

Maintenance Department Process & Staff, Grounds Beautification & Staff, and Custodial Process for the District

REPORTS TO: Superintendent and Assistant Superintendent

JOB GOAL:

To provide safe, efficient, and fiscally responsible service to all sites while maximizing productivity and minimizing loss exposure

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

Safety/Security for all sites in the district:

1. Manage work processes to ensure safe operation for employees and visitors
2. Provide safety training
3. Bi-monthly site safety/security visits
4. Work with site administrators on security protocol
5. Work with GPD SROs

Worker's Compensation:

1. Proactively manage processes in order to reduce premiums
2. Accident investigation to determine where process improvement is needed

Physical Plant – Operations and Maintenance:

1. Develop and manage annual fiscal department budget
2. Energy management - utility costs for electricity, gas, and water
3. Develop work schedules and/or rotations to maximize productivity
4. Bi-monthly site visits to address physical plant concerns with site administrators
5. Manage work order system
6. Manage work flow by trade through weekly communication with technicians
7. Plan pro-active maintenance and equipment replacement
8. Follow up and/or re-direct as needed.

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Grounds Maintenance and Beautification:

1. Develop site cut schedule
2. Manage equipment maintenance, part and supply costs by line item budget
3. Athletic field maintenance and painting

Custodial Process:

1. Oversee custodial process for district
2. Manage monthly supply purchases and delivery
3. Bi-monthly custodial site visits
4. Develop and implement summer cleaning schedule and order products

Warehousing:

1. Manage pickup and delivery of products requested by sites
2. Manage deleted asset process working through the office of the CFO
3. Organize, document, and conduct sealed bid sale of deleted items

Document Management:

1. Pick up documents from sites
2. Catalog and store at NE

Other:

1. AHERA – Periodic surveillance, Abatement planning
2. Fleet maintenance
3. District courier service
4. Special projects
5. Other duties as assigned

TERMS OF EMPLOYMENT:

235 days annually

EVALUATION:

Performance of the Chief Operations Officer will be evaluated in accordance with provision of Board policy.