The Salina Public Schools is seeking a proven leader for the position of Executive Director of Maintenance & Operations. The Executive Director of Maintenance & Operations will be responsible for the planning, organizing and directing the construction, maintenance, repair and alteration of district buildings and grounds; serving as the district representative in planning and developing facilities and new construction; ensuring that jobs are completed efficiently and within both regulatory guidelines and projected deadlines; preparing and managing annual budgets for the maintenance, grounds and custodial departments; direct provisions of building maintenance, operation or janitorial functions. This position also oversees transportation, maintenance and custodial services.

Responsibilities:

• Developing and implementing the long-range capital improvement plan
• Supervising the maintenance and operations functions of the district
• Coordinating work of multi-disciplinary technical staff
• Working with the public, private contractors, governmental funding and regulatory agencies
• Preparing and monitoring project budgets and controlling project costs and schedules
• Overseeing construction contracts
• Providing regular updates to the Board of Education and the community
• Implementing asset and maintenance management systems

Physical Requirements/Environmental Conditions:

• Work is performed in the office and in school facilities
• Requires prolonged sitting, standing, or walking
• May require physical exertion to manually lift, move, carry, pull, or push heavy objects or materials
• Requires some travel (driving skills and physical ability to drive a vehicle required)
• Must work in noisy and crowded environments

Qualifying Education:

• Bachelor's degree in construction management, engineering or related degree field; and/or
• KSDE licensure with an endorsement in District Administration

Qualifying Competencies:

• Strong people and project management skills;
• Knowledgeable in field of facilities and grounds;
• Good public relations skills;
• Advanced oral and written communication skills;
• Advanced computer skills;
• Ability to work with all employee groups and to be team oriented.

Salary:

• Administrative Salary Schedule: $114,618 - $136,979.
• Placement commensurate with education and experience.
• This is a full year/12 month position.

Contact for more information:
Tiffany Snyder, Director of Recruitment & Retention
Salina Public Schools
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