



## Director of Auxiliary Services

### Job Description

Class: Administrative  
Dept: Auxiliary Services

Title: Director

Qualifications: 1. Bachelor's Degree in business administration, public administration, construction management, facilities management, or a related field.

2. Eight years of supervisory or management experience in complex maintenance, construction management, project management, or related field, supervising highly technical areas of responsibility.

3. Other qualifications as the Superintendent and/or Board of Education may deem appropriate

4. In lieu of the above, any equivalent combination of education and experience

Reports to: Superintendent

Supervises: Transportation Director  
Child Nutrition Director  
All Plant Operations Employees

Job Goal: To effectively manage, direct, and coordinate the responsibilities of the 17 employees of the Plant Operations Department for Sampson County Schools

#### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Manages and coordinates the scope of responsibility of the Plant Operations Department, including: Skilled Trades ( HVAC, electrical, plumbing, carpentry, and painting), Administrative Services (accounting, budgeting, construction project management, CADD operations, and work orders), Supplemental Services (custodial inspections, custodial training, custodial backup, grounds keeping, air quality and energy controls), Integrated Pest Management and safety programs.
2. Develops and administers department budget; approves and coordinates departmental purchases.

3. Plans, develops, and executes programs to ensure efficient and effective plant operations, encompassing both short-term and long-range planning.
4. Oversees highly technical maintenance and repair of building systems and ensures the effective and efficient delivery of maintenance services.
5. Ensures timely responsiveness of maintenance services for all schools within the Sampson County School system at all times, including nights and holidays.
6. Evaluates information, creates reports, compiles data, and maintains inventories and records of systems, including but not limited to school HVAC systems, drawings for building renovations, site data, Maintenance Department tools and equipment, vehicles, and other.
7. Conducts personnel administrative duties, including but not limited to personnel evaluations, hiring, terminating, and ensuring compliance with all policies and procedures of the Sampson County School system.
8. Act as liaison with the Board, other divisions of the school system and other agencies and organizations on matters related to facilities, construction management, transportation, child nutrition and maintenance.
9. Prepare and deliver written and oral presentations on school system operations and related issues to the Board of Education, principals, parents, community groups; attend regular meetings of the Board; conduct staff meetings, attend other related meetings.
10. Assume leadership role on the senior staff; assist with long-range strategic planning; assist with developing system-wide budget, plans, policies and activities; perform various duties assigned by the Superintendent.
11. Provide to the Superintendent and the Board of Education budget information regarding special projects.
12. Ensures compliance with all applicable laws, rules, regulations, policies and procedures.
13. Performs other duties and responsibilities as requested by the Superintendent.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to effectively manage and direct large and complex programs, supervise employees, and administer a budget.
- Ability to provide leadership and evaluate new and existing programs.
- Ability to create new programs or activities to improve overall operations and delivery of programs.
- Considerable knowledge of local, state, and federal regulations; best practices with regard to maintenance programs; safety regulations; and personnel practices.

- Ability to maintain effective working relationships with principals, administrators, and others.
- Ability to communicate clearly and concisely, both orally and in writing.
- Thorough knowledge of principles, procedures and practices of public school operations.
- Thorough knowledge of federal, state and local laws, rules and regulations governing public school facilities.
- Thorough knowledge of personnel and management principles, practices, and techniques as they relate to the administration of policy development, employee relations and related services.
- Compliance with confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Salary: TBD – Dependent upon level of education and experience

Evaluation: Performance will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Salary is negotiable.

Send resumes to [jchabot@sampson.k12.nc.us](mailto:jchabot@sampson.k12.nc.us)