

VACANCY ANNOUNCEMENT

Cumberland County Schools

P.O. Box 2357

Fayetteville, NC 28302

(910) 678-2628

DATE: November 28, 2018

POSITION: EXECUTIVE DIRECTOR-OPERATIONS

BEGIN: January 2019

QUALIFICATIONS: Bachelor's degree from an accredited institution (master's degree preferred) and a minimum of five-years experience with complete knowledge and background in the maintenance and repair of buildings and grounds required.

REPORTS TO: Associate Superintendent, Auxiliary Services

JOB GOAL: To effect a maintenance and plant operations program to protect the public investment in the school buildings, equipment and grounds through good management practices which promote economy, attractive schools, add years of use to buildings, and enhance the teaching and learning environment.

SALARY: State salary plus local supplement

DUTIES AND RESPONSIBILITIES:

- Requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, for construction, maintenance, custodial and warehousing activities.
- Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for district wide budget expenditures.
- Requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies.
- Interaction with others outside of the department requires exercising participative management and negotiation skills that support district strategy and organizational goals.
- Work also requires the communication with direct reports to ensure maximum productivity in work assignments.
- Makes presentations and answers questions with regard to presentation materials and findings.
- Coordinates and manages the Asbestos Hazard Emergency Response Act (AHERA).
- Acts as the LEA designee for the AHERA program.
- Manages paved areas.
- Manages turf care program for athletic facilities.
- Coordinates with Physical Education Supervisor and Safety Officer on playground installations.
- Works with the supervisor of custodial services in evaluation, providing in-service training and overall improvement of the custodial program.
- Manages construction programs
- Visits job sites and coordinates between the Associate Superintendent, Auxiliary Services and Architects.
- Inspects all phases of construction projects to assure plans and specifications are in compliance.
- Attends and successfully completes all training activities as required to improve ability and knowledge in performance of work duties
- Serves as team player and role model for other employees in the organization; demonstrates a commitment to continuous quality improvement; supports and exhibits organization core values of caring, respect, integrity, responsibility, high expectations, being customer driven, and valuing diversity.
- Performs other duties and accepts responsibilities as assigned.

PHYSICAL REQUIREMENTS:

- Must be able to perform medium lifting exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Must be able to climb ladders and be capable of traveling through needed crawlspace areas.

CLOSING DATE: Wednesday, December 12, 2018 at 4:00 p.m.

APPLICATION PROCEDURES: All candidates must submit to Human Resources:

- A letter of interest specifying the position and school (required for each vacancy)
- A current resume (required for each vacancy)
- Completed online NC state application must be on file in [PeopleAdmin](#)

Be sure to select Cumberland County when submitting your application online. Candidates not currently employed by Cumberland County Schools, must also submit a Background Form and the necessary supporting documents required to have a complete Cumberland County Schools application. (Valid driver's license required)

Letters of interest, background forms and resumes must be submitted to Human Resources in person or faxed to (910)678-2344 by the closing date. Emails will not be accepted.

“EQUAL OPPORTUNITY EMPLOYER”