



LOWELL PUBLIC SCHOOLS
Henry J. Mroz Central Administration Offices
155 Merrimack Street
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Joel D. Boyd, Ed.D
Superintendent

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To: Superintendent
From: Chief Operating Officer
Date: December 2, 2019
Re: Director of Operations and Maintenance additional duties

The Director of Operations and Maintenance has responded to the night alarms since the District discontinued using a private corporation on or about August 28, 2019. The corporation was paid \$5,000.00 a year for this service. This duty is clearly outside the job description of the Director of Operations and Maintenance.

I request that his annual salary be increased to \$93,000.00 for the additional duties that he has taken on since his hire including but not limited to: answering these night alarms, supervision of the Area Facility Managers, and service his service as Area Facility Manager of the high school.

I have attached an amended job description for approval. I request that his compensation be adjusted retroactively to August 28, 2019.

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS

DIRECTOR OF OPERATIONS AND MAINTENANCE (K-8)
Central Administration Offices

QUALIFICATIONS:

1. College graduate with degree in engineering preferred; applicable experience in managerial position may be substituted for degree.
2. Minimum of five (5) years' experience demonstrating the ability to prepare and supervise the execution of grant proposals preferred.
3. Background and experience demonstrating the ability to work successfully in a collegial relationship with administrative staff and faculty.
4. Ability to read and utilize blueprints, schematics and control diagrams.
5. Knowledge of appropriate building and safety codes.
6. An understanding of current educational research as it relates to modes of instruction, curriculum development, principles of organization and management, and the behavioral sciences are desirable.

PERFORMANCE RESPONSIBILITIES:

1. Assists in monitoring of school construction and renovation K-8 projects.
2. Acts as liaison with City of Lowell Public Works Department on K-8 projects.
3. Deals with administrative problems encountered in construction, installation, alteration and maintenance work.
4. Oversee all building maintenance and repairs.
5. Supervises craftsman and mechanics employed to effect repairs to buildings.
6. Prepares and interprets drawings and specifications.
7. Prepares estimates, technical correspondence and reports.
8. Furnishes technical information to others as necessary.
9. Develop and monitor maintenance/repair and review service contracts.
10. Develop and monitor short and long term maintenance and capital improvement plans.
11. Ascertains and reports the nature and probable cost of major repairs and insures that they are made promptly and according to specifications.
12. Furnishes details and specifications for securing competitive prices for the purchase of supplies.
13. Supervises and instructs building custodians, **senior custodians, and Area Facility Managers.**
14. Coordinates custodial services for other uses of school buildings.
15. Establishes indoor air quality plans, when needed.
16. Checks the quantity and inspects quality of supplies delivered.
17. Prepares the annual budget for maintenance of K-8 buildings.
18. Prepares reports and makes recommendations as may be required.
19. Evaluates employee performance and makes recommendations for change of status.
20. Either directly or through subordinate supervisors, utilize staff services to maintain satisfaction in the areas of staffing, discipline, and other day-to-day procedures.
21. Submits an annual report on the condition of K-8 schools, furnishing and equipment.
22. Provides reports and makes recommendations as may be required.

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23. Maintains a working relationship with city departments including police, fire, purchasing, public works, and parks.
24. Attends school committee meetings and other meetings as requested by the Chief Operating Officer and Superintendent of Schools.
- 25. Serves as evaluator for Area Facility Managers.**
- 26. Supervises the production of reports and the tracking of needed repairs for all facilities and reports building concerns in a timely fashion.**
- 27. Serves on the building safety review team.**
- 28. Responds to night calls and alarms for all facilities in the District.**
- 29. Serves as Area Facility Manager of Lowell High School.**
30. Any other duties as assigned by the Chief Operating Officer or his/her designee.

REPORTS TO: Chief Operating Officer

SALARY: \$93,000 annually

WORKYEAR: 12-month position