

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Position Title:** Chief Operations Officer

**Department:** Operations

**Date:** September 2020

**Reports to:** Director of Schools

**Grade:** 511

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**Purpose of Position**

The purpose of this position is to provide leadership to the District's Operational Departments and sections (Student Transportation, Vehicle Maintenance, Facilities Management, Building Maintenance, Child Nutrition, Custodial and Warehousing) and to manage the development, delivery, and improvement of transportation, food service, and facilities services in support of the District's educational efforts on a sustained basis.

**Essential Duties and Responsibilities**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

**Operations:**

- Oversees construction projects to ensure that plans, specifications, codes, regulations, and timelines are being observed and followed.
- Advises the Director of Schools on District policy affecting the delivery of operational services.
- Consults with school principals and other administrators to establish preventive maintenance and capital improvement programs.
- Establishes and provides oversight for inspection, repair, and replacement programs for the District's real property, infrastructure, transportation, radio, other equipment, and systems.
- Oversees the maintenance and operations of a 300+ school bus fleet and the delivery of all transportation services.
- Oversees the District automotive fuel, building utilities, and energy conservation programs.
- Responsible for monitoring weather and directing the emergency response of the District.
- Administers the \$75,000,000 operational budgets: Operation of Plant, Maintenance of Plant, Child Nutrition, Student Transportation, and Capital Projects.
- Performs other functions and assumes other responsibilities as may from time to time be assigned by the Director of Schools.
- Coordinates inspections and related engineering programs with public agencies.
- Confers with leaders in specified service delivery areas at state, regional, and national levels.
- Oversees the District's warehousing function.

**Team Development and Leadership:**

- Consults in the recruitment, screening, hiring, training, and assigning of the 1,000+/- employees of the Operations Department.
- Assumes full accountability of the District's 200 employee custodial workforce fourteen weeks of the year and District oversight during the remaining thirty-eight weeks of the year.
- Provides staff leadership to ensure understanding and operational support of the District's educational objectives.
- Exercises oversight in the development, implementation, and evaluation of training programs for operations personnel.
- Provides leadership for subordinate managers in developing staff competencies.
- Evaluates and reviews the performance of operations supervisory staff.

**Strategy and Vision:**

- Establishes a system to respond to emergency repair of buildings and vehicles 24/7/365.
- Advises in the development of service delivery specifications for remodeling projects and new construction.
- Develops and recommends attendance zones for schools every year and makes formal presentation to the Board of Education.
- Oversees development of cost estimates of repair projects for the purpose of managing overhead, labor, and materials.
- Evaluates and, as appropriate, implements new developments in facilities maintenance, food service, custodial, and transportation services in the District.
- Evaluates and recommends adoption of new equipment and methods of operation.
- Supervises long-range planning for capital budget planning and new construction.

**District Representative:**

- Serves as a member of the Director's Management Team (SLT).
- Serves as a District representative on the Montgomery County Land Acquisition Committee to identify and purchase land for future school campus development.
- Serves as Chairperson of the District Vehicle Accident Review Team.
- Represents the District at Emergency Management Agency meetings.
- Serves as liaison to city, county, and state regulatory agencies and service providers

**Additional Job Functions**

Performs other duties as required.

**Minimum Education and Experience Required to Perform Essential Position Functions**

Bachelor's degree in Business, Management, or Logistics preferred and/or ten years experience at a senior level supervisory role in operations, or a combination of the two in a full-service public school District; or an equivalent combination of post-high school training and education and supervisory experience in a full-service public school District or the private sector. Tennessee Driver's License required or ability to obtain Tennessee Driver's License.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**  
**TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines, such as a computer, printer, copier, calculator, telephone, two-way radio, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange technical, financial, and administrative information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, methods, and procedures related to transportation and maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**KNOWLEDGE OF JOB**

Considerable knowledge of the policies, procedures, and activities of the school system and supervisory practices as they pertain to the performance of duties relating to the Chief Operations Officer. Capability to develop and implement long-term goals in the effective operation of the school system. Knows how to keep abreast of any changes in statutes, policy, procedures, and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signature below indicates the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Chief Operations Officer

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**Employee's Signature**

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**Date**

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**Supervisor's Signature**

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**Date**