

Portland Public Schools  
Portland, Oregon

Position Profile  
Director of Operations & Maintenance  
October 2015

Prepared by:  
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[www.pps.k12.or.us](http://www.pps.k12.or.us)

## ABOUT PORTLAND PUBLIC SCHOOLS

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Portland Public Schools (PPS), founded in 1851, is an urban school district in the beautiful city of Portland, Oregon. With more than 48,500 students in 81 schools, as well as alternative schools, charter schools and specialized programs for students with special needs, it is the largest school district in the Pacific Northwest. PPS students participate in diverse programs and learning opportunities that are supported by teachers and other school staff, families, community members, non-profit organizations, local businesses and higher education institutions including Portland State University, Portland Community College, Oregon Health and Science University, and the University of Oregon. The district has over 800 acres of property and 9 million square feet of buildings. The Facilities and Asset Management Department has approximately 500 employees. The District is focused on eliminating systemic racism and its impact on student learning.

The mission and goal of Portland Public Schools is that by the end of elementary, middle and high school every student by name is meeting or exceeding academic standards and is fully prepared to make productive life decisions.

To obtain more information about the district, schools, learning environment and programs, please go to <http://www.pps.k12.or.us/files/enrollment-transfer/PPS-Info-Sheet-2014-15.pdf> To learn more about the schools, and programs, please go to: <http://www.pps.k12.or.us/schools/index.htm>

**Location:** Portland, Oregon.

## THE OPPORTUNITY

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The **Director of Operations & Maintenance** leads and manages the District's building maintenance, grounds, environmental health and safety, warehouse and custodial care of facilities programs. The Director prepares and monitors plans, schedules and budgets, projects, programs and staff which support a clean and healthy student learning environment.

### **Essential Duties/Responsibilities:**

1. Provide support and direction to plan, initiate, administer, estimate, schedule, monitor and complete District building maintenance, custodial care, grounds maintenance, environmental health and safety, warehousing operations, mail services and operation of facilities and equipment programs.
2. Serve as administrative liaison to the maintenance and operations services, warehouse and facility services staff regarding execution of responsibilities and authorities; oversee and report staff performance issues as assigned.
3. Participate in the research, planning, development and implementation of procedures designed to comply with state, county, and city laws, ordinances, and regulations to ensure the physical health, well-being, and safety of students and staff in school buildings, adjacent facilities, and on school grounds.

4. Facilitate operations and maintenance management team's development; implementation evaluation and reporting in such areas as procedures to improve efficiency and reduce costs, teamwork and team management, staff training and performance, and maintenance and custodial management systems.
5. Facilitate teamwork, staff training and performance, and maintenance and custodial management systems.
6. Assist in the short-term and long-range planning for building maintenance and custodial projects, development, administration and monitoring of departmental budgets; estimate labor, material and equipment requirements for projects and daily activities.
7. Implement various building maintenance related programs, including routine, proactive, preventative and predictive maintenance.
8. Conduct inspections of work sites to ascertain scope of work to be performed, essential resources and staff, budget requirements and similar issues; follow-up on work-in-progress and completed; inspect work and job sites to ensure program objectives have been met.
9. Serve on District committees and attend staff meetings as assigned.
10. Develop reports, memorandum, letters and other documents regarding operations and maintenance issues; ensure the maintenance of detailed records of programs activities, progress and results.
11. Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K - 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community.
12. Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

**Qualifications:**

- Associates degree in building maintenance technology, construction management or a related field; or completion of a designated trades journey-level certification program is required.
- Five years of experience managing maintenance operations and staff in the upkeep, care and repair of a large scale, multiple facility organization, including experience overseeing and monitoring budgets and contracts is required.
- Experience in a public organization is preferred.
- Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.
- Positions in this classification require the use of a personal automobile and possession of a valid driver's license.

## PROCEDURE FOR CANDIDACY

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Confidential review of applications will begin immediately and remain open until finalists are identified. Click the following link to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=6225596&portalID=5652>

**For further information or to make nominations, contact:**

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*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. It is the policy of the Portland Public Schools Board of Education that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.*



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Colorado, and California. Summit brings precision, process, and passion to its work.



## Portland, Oregon

Whether you see Portland, Oregon, as a small town with a big-city feel or a big city that feels like a small town, it is a cool place to live. Located on the banks of the Willamette River only 90 minutes from snow-capped peaks and the Pacific Ocean, you might not realize Portland's bustling downtown and waterfront are the heart of a metropolitan region with more than 2 million people. Twelve bridges span a wide elbow of the Willamette River, connecting the east and west sides of town. Throughout the metro area are thriving neighborhoods filled with restaurants, record shops, bars, funky clothing stores, antique malls and art galleries. Portland also has an abundance of movie theaters (some even serve beer and pizza), new and used bookstores (including Powell's, the largest bookstore west of the Mississippi), coffee shops and clubs.

For the sports-minded, the Portland area has its own NBA team (the Trail Blazers) and a major league soccer team (the Timbers) as well as minor-league baseball and hockey teams. Outdoorsy types love Forest Parks, the largest city park in the nation, with 5,000 acres of hiking and biking trails, a zoo, public gardens and beautiful old-growth woods. And all of this is connected by one of the world's leading public transportation systems, a combination of buses, streetcars, and light-rail trains, making the entire metro area only a couple stops away.

If you like day trips, a short drive in any direction will lead you to some of the most breathtaking scenery in the world: mountains, seashore, river gorge and desert.

Oregon is the second most popular state to move to with 61% inbound migration. (*quoted from Forbes*)

*For more information on Portland, Oregon:*

Travel Portland: <http://www.travelportland.com/things-to-do/>

Portland Business Alliance: <http://portlandalliance.com/>

Portland Parks and Recreation:

<https://www.portlandoregon.gov/parks/35300>

City of Portland: <https://www.portlandoregon.gov/>

**On clear days, the Cascade Range volcanoes Mount Hood and Mount St. Helens loom on the Portland horizon. Both snowcapped peaks are just a short drive from the city.**

**Stretching above 11,000 feet, Mount Hood is Oregon's highest point. It's a downhill and cross-country skiers' paradise and summer training home for the US Olympic ski team with its year-round snow. During the spring and summer, campers pitch their tents on glassy mountain lakes along the Pacific Crest Trail.**

**If it's ocean you're looking for, the Oregon Coast is a year-round playground for adventure-seekers and beachcombers alike. Along the scenic coast Highway 101 you'll find quaint beach towns and wind-wracked headlands hundreds of feet above the crashing Pacific, and miles of unpeopled beach, all of which is accessible to the public by law. Wild flowers grow atop massive cliffs, and eons of wind and angry waves have carved giant boulders into caves and lovely cathedral-esque hollows. Bring your wetsuit and surf or sea kayak among the sea lions instead of the crowds.**