

Job Title: Director of Maintenance and Transportation**Exemption Status:** Non-Exempt**Reports to:** Superintendent**Date Revised:** 10.2021**Dept./School:** Maintenance/Transportation

Primary Purpose:

Direct and manage district's maintenance operations. Maintain physical school plant in excellent operating condition so that full educational use may be made at all times. Provide a physical environment that is functional, safe, clean, and attractive.

Direct and manage district's transportation operations. Ensure safe and efficient operation of transportation department. Oversee maintenance of all district-owned vehicles.

Qualifications:**Education/Certification:**

Bachelor's degree or equivalent experience

Clear and valid Texas CDL with appropriate endorsements for public school transportation

Special Knowledge/Skills:

Knowledge of basic principles of construction, school plant maintenance, and custodial operations

Ability to conduct on-site inspection of district facilities

Ability to direct and manage operations of a large fleet of vehicles

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Knowledge of energy management and vehicle repair and maintenance

Ability to conduct on-site inspections of all vehicle repair and maintenance operations

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Ability to read blueprints and schematics

Ability to use technology to plan, operate, monitor, and evaluate transportation operations

Strong organizational, communication, and interpersonal skills

Experience:

3-5 years of supervisory experience in maintenance operations and maintaining a large plant or building preferred

3-5 years of supervisory experience in transportation and fleet operations and experience as a bus driver preferred

Major Responsibilities and Duties:**Building Maintenance and Repair**

1. Ensure district facilities are functional, safe, clean, and well maintained.
2. Develop and maintain written departmental procedures for maintenance, repair, and operations of all district buildings and equipment. Ensure work orders are processed and executed in a timely manner.

3. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.

Transportation and Vehicle Maintenance Operations

4. Manage the delivery of transportation services for students and ensure they are picked up and arrive safely and on time.
5. Oversee preparation and updating of bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
6. Communicate changes in routes and scheduling to campuses and the public when warranted.
7. Coordinate transportation for extracurricular activities and special programs.
8. Coordinate use of district-owned vehicles for extracurricular activities and special programs.
9. Assign bus drivers to routes and extracurricular trips and find substitutes as needed.
10. Monitor fuel deliveries and distribution.
11. Oversee repair of all district-owned vehicles and preventive maintenance.
12. Ensure vehicle repair requests and work orders are prioritized and processed in a timely manner. Contract for outside services that cannot be performed in shop.

Policy, Reports, and Law

13. Ensure compliance with federal and state law, State Board of Education rule, and local board policy.
14. Compile, maintain, and file all reports, records, and other documents required including timekeeping records.
15. Prepare, process, and maintain all documents required to verify safety certification and alcohol and drug testing of bus drivers.
16. Ensure employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.
17. Follow district safety protocols and emergency procedures.

Budget and Inventory

18. Develop and administer budget based on documented needs and ensure operations are cost effective and funds are managed wisely.
19. Maintain current inventory of supplies and parts and initiate purchases in accordance with budgetary limitations and district policies. Approve and forward invoices for transportation to accounting department.
20. Plan and direct inventory and stock control program for equipment and supplies.

21. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.
22. Recommend purchase of vehicles as necessary.
23. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
24. Approve and forward invoices and purchase orders for maintenance department to accounting department.

Personnel Management

25. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
26. Prepare, review, and revise maintenance department job descriptions.

Student Management

27. Implement district's student discipline policies and ensure expectations about appropriate behavior when using district transportation are communicated to students. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
28. Investigate reported concerns and take appropriate action to resolve issues.

Safety

29. Maintain safety standards in conformance with federal, state, and insurance regulations and district requirements and develop a program of preventive safety.
30. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
31. Assess road conditions and hazards and advise administration about inclement weather conditions that may result in delayed starts or the closing of schools.
32. Investigate school bus accidents and student safety violations.
33. Maintain safety standards in conformance with federal, state, and insurance regulations.
34. Organize and conduct training programs to promote a safe work environment.
35. Follow district safety protocols and emergency procedures.
36. Ensure maintenance and transportation equipment is maintained in optimum operating condition.

Other

37. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.
38. Attend and make presentations at conferences and school board meetings regarding transportation issues and innovations.

39. Operate bus as needed.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of maintenance staff, bus drivers and bus monitors assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; district vehicle

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____