

**TITLE:** Maintenance/Transportation Director

**QUALIFICATIONS:**

1. Possess a high school diploma and a valid bus driver's license.
2. Demonstrate aptitude for performing general maintenance projects cleaning, upkeep, and repair.
3. Be able to take responsibility, follow and give directions, and demonstrate aptitude for reading, writing, and understanding operational instructions and product labels.
4. Good organizational skills and ability to communicate.
5. Successfully pass the 14-hour asbestos training course.
6. Possess basic electrical, mechanical, plumbing, and carpenter skills.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To provide students of the district with a safe, attractive, comfortable, lean, and efficient place to learn. To perform and supervise the maintenance of school district facilities and campus areas in an effort to guarantee the above conditions exist. Monitors and provides the basic maintenance and care of the vans and cars of the district

**PERFORMANCE RESPONSIBILITIES:**

Assigned Building:

1. Opening and Closing: Remain on the school premises during school hours, and during non-school hours when use of the building has been authorized and attendance is required by the Administration.
2. Light and Heat: Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Cleaning:
  - a. Verify that good housekeeping standards are kept in all district buildings.
  - b. Supervise and participate in general cleaning and maintenance of the school buildings, if needed.
4. Maintenance and Repairs:
  - a. Supervise and participate in necessary painting and general repairs to plumbing, electrical, carpentry, and general mechanical areas.
  - b. Assist general mechanics in remodeling and renovation work.
  - c. Make such minor repairs to buildings.
  - d. Report major repairs needed promptly to the Superintendent.

## 5. Miscellaneous

- a. Assume responsibility for the general security of the buildings by maintaining the central key distribution to buildings.
- b. Perform emergency repair or cleaning services as necessary on all buildings if needed.
- c. In case of a severe storm, check all buildings immediately for damage.
- d. Schedule preventive maintenance for all buildings of the district.

### **Grounds - Premises:**

1. Generally supervise and maintain school grounds.
2. Keep property well maintained all times.
3. Assist in snow removal. Shovel, plow, and/or sand walks, driveways, parking areas, and steps, as appropriate.

### **Equipment - Supplies - Fuel:**

1. Keep continuous inventory of equipment and custodial supplies for the district.
2. Requisition from Superintendent needed replacements of equipment and supplies.
3. Recommend equipment purchases for the district, and approve, with his/her signature, the payment of monthly bills.
4. Maintain on a regular schedule all motors and other mechanical equipment in the buildings requiring scheduled servicing.
5. Conduct periodic inspections and tests of all electrical installations in the school buildings to insure their safe condition.
6. Move furniture or equipment within buildings as required for various activities and as directed by the Principal.
7. Practice conservation of equipment, supplies, and fuel.
8. Boilers maintenance:
  - a. Clean and maintain all boilers and other major equipment
  - b. See that boilers are blown-down.
  - c. Check valves; see that pop-off valves work
  - d. Summer care of boilers: flush boiler to remove scaling
  - e. See that boiler flue, manhole, and tubes are open for insurance company boiler inspectors
  - f. Check boiler on holidays and week-ends
  - g. Display boiler inspection certificate properly

### **Supervision of Custodial Staff and Buildings:**

1. Supervise in conjunction with the administration, all school custodians and repair people,

including recommending custodial assignments and recommending the hiring or release of any worker under his authority.

2. Plan with, organize, coordinate, and communicate to custodial staff, the goal of maintaining the buildings, grounds, and equipment in a manner that sets an example of cleanliness, efficiency, and beauty befitting a school to the community and students.
3. Train and inform custodial staff in fire prevention, building maintenance, care of grounds, preventive maintenance and cleaning agents and precautions.
4. Supervises in conjunction with the administration, the maintenance, cleaning, and care of the buildings of the district.

**Fire Prevention - Safety:**

1. Assume responsibility for the general fire safety of the buildings.
2. See that fire alarm signals are satisfactory.
3. Monitor and check fire extinguishers of the district.
4. Serve on the Safety Committee of the school district.

**Asbestos:**

1. Provide instruction to custodial staff for asbestos awareness.
2. Conduct inspections and records 6-month asbestos building inspections.
3. Maintain federal reports on handling of asbestos materials.
4. Work with Superintendent in monitoring asbestos plan for the district.

**Transportation:**

1. Maintain all school vehicles (vans and cars) with the exception of buses, in a safe and mechanically sound condition.
2. Maintain bus driving license.
3. Substitute bus on routes as needed.
- ~~4.~~ Assist in emergency transportation situations.
5. Maintain and replace seats and/or seat covers on buses as needed.
6. Assist the superintendent in deciding to hold school or begin late in relation to snow removal and parking lots.

**Miscellaneous:**

1. Centrally order and distribute all custodial supplies for the school district.
2. Assist Superintendent in determining the district custodial budget and long- term maintenance projects.
3. Establish and carry out an effective district-wide school maintenance and preventive maintenance program.
4. Report immediately to the Principal or Superintendent any damage to the school property.
5. Comply with local laws and procedures for the storage and disposal of trash.

6. Attend workshops or seminars as needed.
7. Other duties as assigned.

**ESSENTIAL FUNCTION:** Regular and reliable attendance is an essential function of the job.

**TERMS OF EMPLOYMENT: TERMS OF EMPLOYMENT:** This is salaried (exempt) position under the provisions of applicable Board Policy; with a compensation package as stated in the *Classified Employee Hiring Schedule* at an annual salary determined by the Board of Education by the administration.

**EVALUATION:** Performance of this position to be evaluated annually by the Superintendent of schools