

**JOB DESCRIPTION – FACILITY and TRANSPORTATION SUPERVISOR**

- Qualifications: Must have maintenance, operations, mechanical, skills as well as organizational, technology, and managerial skills suitable for overseeing the operation of all District facilities and transportation services and the supervision of the maintenance and transportation staff.
- Basic Function: Maintain buildings and grounds, school vehicles, and buses in a safe, efficient, and hazard free condition. Supervise maintenance and transportation staff.
- Reports To: District administrator
- Job Goal: Maintain all District facilities in a safe and efficient operating condition along with creating safe and efficient transportation of students in order to support the educational mission of the District.
- Work Schedule: Salaried position requiring a minimum of 40 hours per week with an expectation for additional hours as needed and/or required in order to complete the responsibilities of the assignment.

Responsibilities:

1. Schedule Bus Routes
  - a. Submit to district administrator bus schedules for all private and public school students transported to and from school.
  - b. Work with building principals, athletic director to arrange after school transportation, field trips, and other special transportation needs.
  
2. Supervise Staff
  - a. Assign bus drivers to routes according to employee handbook.
  - b. Assign maintenance staff and mechanic to routine work and projects.
  - c. Arrange for substitute drivers and temporary staff as needed.
  - d. Assist in the hiring of a drivers and maintenance staff.
  - c. Conduct annually individual meetings with each maintenance worker and bus driver to review performance and submit written evaluations to the district administrator.
  
3. Maintain Buildings and Grounds
  - a. Examine school buildings and grounds on a regular basis for needed repairs and maintenance.
  - b. Direct the operations of the total physical plant of the district.
  - c. Develop and maintain long-range facility plan for the District including a five-year plan for the scheduling of preventative maintenance.

- d. Comply with all laws, board policies, codes, ordinances, regulations, and general business practices affecting the District's facilities.
- e. Complete and maintain all necessary reports, records, and/or logs required to maintain and operate facilities.
- f. Supervise privately contracted workers doing maintenance, remodeling, and repair work for the District.
- g. Participate in the planning, development, and construction phases of new facilities.
- h. Oversee the custodial cleaning contractors.

#### 4. Maintain Safe and Hazard Free Conditions

- a. Serve as the District safety coordinator.
- b. Attend workshops and seminars on safety-related topics including asbestos and chemical storage and handling.
- c. Develop and maintain the District's Chemical Hygiene Plan, including the maintenance of Material Safety Data Sheets (MSDS) for buildings and grounds with oversight for the entire district.
- d. Keep asbestos management, hazardous materials disposal, boiler repair and all other records and data necessary for the safe and efficient operation of the District's facilities.

#### 5. Maintain School Vehicles

- a. Schedule repair work on vehicles
- b. Order supplies and materials to repair and operate vehicles as needed.
- c. Keep maintenance records.

#### 6. Budget and Payroll

- a. Establish and recommend priorities on repair projects and estimate costs of repair projects in terms of labor and material.
- b. Prepare and submit annually to the district administrator a preliminary maintenance and operations budget.
- c. Review invoices with bookkeeper monthly.
- d. Prepare payroll data semimonthly and submit to bookkeeper.
- e. Assist district administrator in preparing bid specifications and purchase orders related to maintenance and operations.

#### 7. Other Responsibilities

- a. Advise the district administrator regarding school closings due to inclement weather.
- b. Maintain confidentiality and security of personnel and facility records.
- c. Collaborate with building principals and other administrators to create a positive learning environment.
- d. Suggest to the district administrator ways to economize and improve maintenance and operations wherever possible.
- e. Perform other duties as required.

Cross Reference:   GCAT   District Safety Coordinator  
                          GCAZ   Job Description—Building Custodian  
                          GCAZA  Job Description—Maintenance Worker

Approved: