

GRIDLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: **Director of Maintenance, Operations and Transportation**

SALARY LEVEL: Classified Mgmt Salary Schedule DIVISION: Classified Management

DEPARTMENT: Transportation/Maintenance LOCATION: Transportation Dept.

REPORTS TO: Superintendent BOARD APPROVAL DATE: May 5, 2021

SUMMARY: Under the general supervision of the Superintendent, the Director of Maintenance, Operations and Transportation oversees the maintenance/grounds, operations and transportation functions of the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Transportation

1. Supervise and evaluate the performance of all bus driver staff; assign and review work and participate in the selection of new personnel. Recommend and participate in disciplinary action needed.
2. Plans for and coordinates training of bus driver staff necessary to maintain bus driver license; oversees safety training of bus driver staff.
3. Follow all laws and regulations as set forth by Education Code and Department of Motor Vehicles relative to pupil transportation.
4. Supervises all bus routes and makes recommendations to Superintendent.
5. Reports any irregularities in existing bus routes to the Superintendent and recommends appropriate change(s).
6. Supervises bus maintenance and ensures required maintenance schedules are followed.
7. Supervises bus storage.
8. Receives, investigates and resolves complaint issues of parents and staff concerning bus transportation, general and/or grounds maintenance policies, practices and situations.
9. Performs duties of a Bus Driver when deemed necessary.
10. Keeps records and reports as required by law and the District Superintendent.
11. Oversees and advises bus driver staff on accidents; review accident protocols and acts as transportation Accident Review Officer.
12. Advises the principals and District Superintendent on matters involving pupil transportation.
13. Directs all scheduling of buses and drivers for field trips.
14. Performs related work as required.

Operations

1. Supervise, train and evaluate the performance of custodial staff; assign and review work and participate in the selection of new personnel. Recommend and participate in disciplinary action needed.
2. Coordinate custodial service with each site administrator; work closely with each site administrator in evaluating custodial staff.
3. Responsible for the custodial supply inventory and budget.
4. Coordinates district-wide compliance with Safety Data Sheets (SDS) and Occupational Health and Safety Administration (OSHA) regulations.
5. Performs related work as required.

Maintenance

1. Supervise, plan, organize, coordinate and oversee day-to-day maintenance/grounds activities in the construction and mechanical trades; assure the proper and efficient maintenance and repair of District buildings and facilities.
2. Inspect District buildings, equipment, utility systems and facilities to determine needed maintenance and repair; assure proper completion of work orders.
3. Consult with District maintenance personnel, administrators and outside contractors to coordinate, prioritize and schedule work projects; follow-up on work orders with District personnel to assure timely and proper payment for supplies and services purchased.

4. Supervise and evaluate the performance of assigned maintenance staff; assign and review work and participate in the selection of new personnel. Recommend and participate in disciplinary action needed.
5. Responsible for District maintenance budget.
6. Coordinates and supervises the construction of new facilities and the reconstruction, modernization and relocation of existing facilities. Develops facilities master plan.
7. Assists with the selection, coordination, monitoring and supervision of services provided by architects, engineers, consultants, contractors, inspectors and other professional service agencies used in support of the facilities program as necessary.
8. Performs related work as required.

Other:

1. Serves as a member of the District safety committee.
2. Attends and participates in board meetings as required.
3. Answers emergency calls at any time and takes appropriate actions to protect and preserve property.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Transportation- Safe driving practices; provisions of the California Motor Vehicle Code, Education Code and any other rules, regulations, policies and procedures applicable to transportation of school children; working knowledge of mechanical repairs and maintenance of motor vehicles.

Maintenance/Operations- Appropriate methods and practices of equipment, tools, chemicals and supplies used in the building trades and in custodial, maintenance and grounds work; laws affecting construction and repair, principles of supervision training and management, health and safety codes.

ABILITY TO:

Language Skills- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation.

Mathematical Skills- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Skills- Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

Other Skills and Abilities- Ability to communicate and interact with staff, students, parents and others in an open, friendly, business-like manner. Maintain accurate records and make independent decisions within scope of authority.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); Bachelor's degree in a related discipline is highly desired. Five (5) years related experience at the supervisory level in public schools, or equivalent combination of education and experience; Experience in a K-12 school district preferable.

CERTIFICATES, LICENSES, REGISTRATIONS California Driver's License required by the first day of service. District First Aid and CPR training may be required and will be provided. Possession of a School Bus Driver license (Class B, PS) required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell.

The employee must occasionally lift and/or move up to 50 pounds. However, while lifting amounts above 50 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.