

## **Elk Hills School District**

### **DIRECTOR OF MAINTENANCE, OPERATIONS, AND TRANSPORTATION**

#### **Job Summary:**

Under the direction of the Superintendent/Principal, the MOT Director, plans, organizes, and directs maintenance, operations, and transportation services of the school district. The Director also serves as a bus driver, maintenance and custodian services provider for the school.

#### **Minimum Qualification/Requirements:**

1. Experience:
  - a. Two years experience in maintenance, operations, and/or transportation fields.
  - b. Two years experience in a school district or related public agency.
  - c. Previous supervisory experience preferred.
2. Education:
  - a. Completion of high school and/or equivalent work experience for the position.
  - b. Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
  - c. First aid and CPR certification required; must be obtained within six months of hire.
3. License and Certificate Requirements:
  - a. Possession of the required California Motor Vehicle Operator's License.
  - b. Possession of a School Bus Driver's Instruction Certificate issued by California Highway Patrol, including passage of a pre-employment physical examination.
  - c. Valid, current DL-51 medical certificate.
4. Knowledge:
  - a. Practices employed in maintenance and operations of buildings and equipment.
  - b. General maintenance and custodial procedures.
  - c. Principles of preventative maintenance.
  - d. School bus safety and state legal mandates related to school bus transportation.
  - e. First aid practices.
  - f. How to drive a school bus safely and efficiently.
5. Ability:
  - a. Work independently without supervision.
  - b. Determine and retain privileged information.
  - c. Read blueprints and detail plans.
  - d. Plan, direct, and coordinate maintenance, operations, and transportation programs.
  - e. Complete written reports and maintain records as required.
  - f. Maintain order among students on a school bus.
  - g. Recognize malfunctions in equipment and take appropriate action.
  - h. Set designated bus routes.
  - i. Communicate clearly and concisely, both orally and in writing.
  - j. Establish and maintain cooperative-working relationships with those contacted in the course of work.
  - k. Function effectively in maintenance and operations duties as assigned.

### Essential Functions, Duties and Responsibilities:

1. Directs maintenance and transportation personnel in performance of duties including planning and implementing training and retraining activities for all maintenance, operations, and transportation personnel.
2. Plans, directs, and coordinates preventative maintenance and repairs to buildings and equipment, and the preparing of bid specifications.
3. Assists in selection and assignment of maintenance, operations, and transportation personnel.
4. Prepares periodic evaluations for all maintenance and transportation personnel, and assists school principal in evaluations of school custodial employees.
5. Working with the school administration, approves time sheets and vacation schedules for all personnel under director's supervision.
6. In consultation with school administration, establishes bus routes, schedules, and stops, both for regular and special education students, and assures that bus operations conform to state, federal, and district regulations and policies.
7. Assists in annual budget planning for maintenance, operations, and transportation services.
8. Maintains records of transportation operations and costs in conformance with district and state guidelines.
9. Drives a school bus on designated routes for the purpose of transporting students to and from school and/or school related activities.
10. Maintain good order among students on the bus following district policies regarding the disciplining of children.
11. Assist in maintaining the school bus and other motor equipment in a clean and safe operating condition.
12. Performs district custodial, maintenance and operation duties.
13. Conducts periodic building and safety inspections, determines corrective procedures, and initiates job requisitions as appropriate in conference with school administration.
14. Inventories, orders, and stores custodial supplies and materials necessary at the school site.
15. Recommends materials and purchases supplies for maintenance, operations, and transportation services.
16. Operate and use cleaning equipment, materials, and chemicals in a safe and efficient manner.
17. Maintain security of the building. Lock doors, gates, and windows; set security alarm system when appropriate.
18. Make routine safety checks, report problems or equipment malfunctions.
19. Report needed repairs to the building administrator.
20. Maintain records of all trips.
21. File accident reports when necessary.
22. Holds scheduled safety meetings and safety programs; report incidents which affect the safety of pupils.
23. Assist in moving, arranging and setting up furniture and equipment in classrooms and for special events and meetings.
24. Maintain a clean and safe environment in the custodian's room, especially in storage of toxic materials.
25. Supervises work performed by contractors, as necessary.
26. Performs Yard Duty/Cafeteria student supervision as assigned.
27. Performs related duties as assigned.

1. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|--------------------------|---------------------------------|
| 1. Seldom= Less than 25% | 3. Often= 51.75%                |
| 2. Occasional= 25-50%    | 4. Very Frequent= 76% and above |
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|----------|---|
| <u>4</u> | a. Ability to work at a desk, conference table or in meetings of various configurations.                                      |
| <u>4</u> | b. Ability to stand and circulate for extended periods of time.   |
| <u>4</u> | c. Ability to see for purposes of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels.  |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand normal conversation.                                   |
| <u>2</u> | f. Ability to bend and twist, kneel and stoop, run and crawl.   |
| <u>4</u> | g. Ability to reach in all directions.  |
| <u>1</u> | h. Ability to lift 50 lbs.  |
| <u>2</u> | i. Ability to carry 25 lbs.   |

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified

