

Maintenance / Transportation - Job Description

Job Description

Job Title: **Maintenance Director**

Minimum Qualifications:

A proven leader that possesses organizational skills, demonstrates the ability to communicate effectively with people, possesses experience in fiscal management, and is committed to a team approach.

Job Duties:

1. Prepare the operation of the plant budget.
2. Supervise custodians and grounds keeper.
3. Responsible for the upkeep and safety of buildings, grounds, and athletic fields.
4. Prepares specifications for building improvements (roof, heating repairs, etc.)
5. Prepares the reports necessary for compliance to local, state and federal regulations (EPA, DEP, Fire Marshall's Office, ADA, Human Services, Dept. of Labor, Maine Drinking Water Program, etc.)
6. Maintain material safety data sheets (M.S.D.S.) file in all schools.
7. Maintains an inventory of all cleaning chemicals.
8. Designated person for asbestos.
9. Schedules use of facilities – check insurance requirements, etc..
10. Responsible for weekend buildings and grounds security checks.
11. On call (unlocked doors, vandalism, broken windows, fire, heating failures, freezer failures, freeze-ups, etc.)
12. Assure that all buildings meet the fire safety codes (and the fire drills at each school are conducted to comply with state law).
13. Coordinate the snow removal and sanding at each site.
14. Prepare bid forms for the purchase of fuel oil, rubbish removal, maintenance supplies, etc.
- 15. Keep an up-to-date list of custodial staff and be sure finger printing is current.**
- 16. Maintain a list of substitute custodians and make that list available to building principals in case of an emergency.**
- 17. Perform other tasks that are necessary, as assigned by the superintendent or his designee, to assure the safe operation of buildings and grounds.**

Updated: 8/30/2016

Approved:9/20/2016

Job Description

Job Title: Transportation Director

Minimum Qualifications:

A proven leader that possesses organizational skills, demonstrates the ability to communicate effectively with people, possesses experience in fiscal management, and is committed to a team approach.

Job Duties:

1. Prepare a transportation budget.
2. Supervise mechanics and bus drivers.
3. Establish bus routes and schedule all extra trips.
4. Check school buses to be sure they are operated in a safe manner, and have safe loading and unloading procedures.
5. Oversee the pre-service and in-service training of bus drivers.
6. Screen prospective bus drivers, perform motor vehicle and criminal background checks, and compliance to deferral regulations regarding drug and alcohol testing.
7. Maintain transportation records on vehicles and drivers.
8. Investigate and review reports on school bus accidents.
9. Work with principals and parents on bus discipline.
10. Prepare specifications for bid purposes and make recommendations for replacement of vehicles.
11. Enforce board policies pertaining to transportation.
12. Liaison to the public on matters pertaining to school transportation.
13. Maintain a school bus safety program.
14. Reports to the Superintendent on road conditions during storms and makes recommendations as to advisability of travel.
15. Makes direct contact with highway traffic and law enforcement officials regarding school bus routes, stop signs, and operating procedures.
16. Prepares bid forms for purchase of gasoline, diesel, maintenance supplies as related to transportation, etc..
17. Maintains a list of all current drivers and subs.
18. Calls subs as needed.
19. Performs other tasks that are necessary to assure the safe operation of transportation vehicles, and any other task as assigned by the Superintendent.

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