

Job Title: Transportation, Grounds, & Maintenance Director

Exemption Status/Test: Nonexempt

Reports to: Superintendent or Designee

Date Revised: August 30, 2018

Dept./School: Transportation / Maintenance

Primary Purpose:

Direct and manage district's transportation operations. Ensure safe and efficient operation of transportation department. Oversee maintenance of all district-owned vehicles. Maintain safe and attractive grounds and landscaping for the district. Maintain athletic fields. Perform general maintenance and repair of building structures and their mechanical, electrical, and sanitary systems throughout district. Responsible for the district integrated pest control management program. Oversee and apply pesticides and herbicides according to the district pest management policy.

Qualifications:**Education/Certification:**

High school diploma or GED

Clear and valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements, or be willing to obtain upon employment

Valid Noncommercial Certified Applicator license granted by the Texas Department of Agriculture (TDA), or be willing to obtain upon employment

Special Knowledge/Skills:

Ability to direct and manage operations of a fleet of vehicles

Ability to pass U.S. Department of Transportation alcohol and drug tests and annual physical exam

Knowledge of vehicle repair and maintenance

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Ability to use technology to plan, operate, monitor, and evaluate transportation, grounds, and facility operations

Strong organizational, communication, and interpersonal skills

Ability to follow verbal and written instructions

Knowledge of basic construction and routine maintenance and repair procedures

Ability to operate hand and power tools and power-driven equipment

Ability to work independently

Knowledge of methods and materials for pest control and TDA regulations

Ability to operate pesticide application equipment

Experience:

3 years (preferred) supervisory experience in transportation and fleet operations

1 year (preferred) experience as a bus driver

3 years (preferred) experience in general building maintenance

1 year (preferred) pest control applicator experience

Major Responsibilities and Duties:**Transportation and Vehicle Maintenance Operations**

1. Manage the delivery of transportation services for students and ensure that they are picked up and arrive safely and on time.
2. Oversee preparation and updating of bus routes and schedules and develop plans to meet future transportation needs.
3. Communicate changes in routes and scheduling to administration, parents, and the public when warranted.
4. Coordinate transportation for extracurricular activities and special programs.
5. Assign bus drivers to routes and extracurricular trips and find substitutes as needed.
6. Perform/oversee repair of all district-owned vehicles and preventive maintenance. Ensure that vehicle repair requests and work orders are prioritized and processed in a timely manner. Contract for outside services that cannot be performed in-house.
7. Develop and maintain a record keeping system to log all repairs and maintenance of all school vehicles.
8. Monitor fuel deliveries and distribution.

Grounds and Landscaping

9. Mow and detail all district grounds, including athletic fields.
10. Follow scheduled maintenance plan to care for lawns, trees, shrubs, and flowers by watering, pruning, fertilizing, mulching, caring for beds, and controlling weeds.
11. Plant shrubs and vegetation.
12. Collect and dispose of leaves, dirt, rubbish, and refuse from school.
13. Maintain all outside trash receptacles.

Maintenance and Repair

14. Repair and maintenance of district facilities, including repairing woodwork; replacing electrical switches, fixtures, and motors; painting, repairing, and replacing plumbing fixtures and drainage systems.
15. Inspect building exterior and interior, playground equipment, and grounds; perform maintenance and repairs.
16. Detect and report needed major repairs on building structures and their systems, including lockers, furniture, and equipment.
17. Develop and maintain a record keeping system to log all repairs and maintenance of all school equipment.
18. Complete repairs as directed on work orders.

19. Move, install, assemble, and repair all school furniture and playground equipment as needed.

Structural Pest Control

20. Implement the district integrated pest control program for the use of pesticides, herbicides, and other chemical agents to control pests, rodents, insects, and weeds at district buildings and facilities.
21. Ensure that all pesticides used on district property comply with district policy and TDA requirements.
22. Maintain inventory of chemicals, supplies, and equipment and order additional supplies as needed. Label and secure pesticides.
23. Maintain files required, including pesticide application records, pesticide labels, Material Safety Data Sheets, and records of complaints.
24. Participate in required TDA Structural Pest Control Service integrated pest management training courses.

Communication

25. Communicate with district administrators and staff about integrated pest management, including training, notice and posting, sanitation, and pesticide storage. Post appropriate notice in district facilities prior to planned pesticide treatment according to TDA requirements.
26. Respond to requests and inquiries relating to pest problems from staff, students, parents, and the public.

Policy, Reports, and Laws

27. Implement federal and state law, State Board of Education rule, and board policy.
28. Compile, maintain, file, and present all reports, records, and other documents required. Prepare, process, and maintain all documents required to verify safety certification, physical examinations, and alcohol and drug testing of bus drivers.
29. Ensure that employee time records are accurately maintained and data necessary to process transportation payroll is delivered in a timely manner.

Budget and Inventory

30. Ensure that operations are cost effective and funds are managed wisely.
31. Maintain current inventory of supplies and parts and initiate purchases in accordance with budgetary limitations and district policies. Approve and forward invoices for transportation to accounting department.
32. Recommend disposal of obsolete or worn out vehicles and equipment. Recommend purchase of vehicles as necessary.

Safety

33. Enforce and maintain safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
34. Ensure that transportation equipment is in excellent operating condition.

- 35. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
- 36. Inspect and adjust tools, equipment, and vehicles for safety and efficiency and perform preventive maintenance as needed.
- 37. Open building each school day checking to ensure that all exit doors are open during hours of building occupancy.
- 38. Follow established safety procedures and techniques to perform job duties, including lifting and climbing. Operate equipment and use tools according to established safety procedures.

Other Duties

- 39. Operate bus as needed.
- 40. Remove trash from cafeteria after breakfast and lunches.
- 41. Oversee asbestos inspection.

Supervisory Responsibilities:

Supervise and evaluate bus drivers.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; district vehicle; school bus; garden tools; small hand tools, power tools, and measuring tools; heavy equipment including backhoe, tractor; and power mower; light truck or van

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; regular driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals (herbicides and fertilizer) and materials, noxious odors; noise, vibration, and electrical hazards; work around machinery with moving parts; may work alone; regularly work irregular hours; occasional prolonged hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____