

TITLE: Maintenance and Transportation Supervisor

REPORTS TO: Superintendent

EMPLOYMENT STATUS: Full Time

FLSA status: Exempt

Summary: Directs the transportation, maintenance, mechanical, grounds, and custodial functions of the district.

Essential Duties and Responsibilities:

- Coordinates and oversees day-to-day maintenance activities.
- Administers the transportation and facilities budgets.
- Audits and approves employee time sheets.
- Approves and forwards invoices, purchase orders, and check requests to the business office.
- Prepares bid specifications for items related to transportation and operation of all school facilities.
- Monitors, regulates, and assesses programs associated with the district's use of gas, electricity, and water.
- Develops and prepares work schedules for staff and contractors.
- Prepares and maintains records related to purchase orders, invoices, personnel, inventory, supplies, work requests, work performed and compliance and safety issues as assigned.
- Coordinates responses to emergency calls.
- Works with administration, local and other law enforcement agencies to ensure a comprehensive safety and crisis plan for the district.
- Coordinates inspections of buildings and facilities. Ensures annual and other required safety inspections/certifications are performed.
- Supervises, hires, evaluates, disciplines, and dismisses employees.
- Coordinates vacation schedules for departmental personnel.
- Communicates with vendors, contractors and State and County inspectors regarding maintenance operations and activities.
- Participates in the establishment and implementation of a systematic preventative maintenance program; investigates vandalism as necessary.
- Requisitions a wide variety of supplies, maintenance tools and equipment.
- Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities. Cooperates with school principals and others responsible for planning school trips.
- Advises Superintendent on road hazards for decision on school closing during inclement weather.
- Takes an active role in resolving discipline problems occurring on buses.
- Acts as liaison with parents for transportation complains and special requests.
- Plans the safe and efficient routing and scheduling of buses. Keep the transportation map up to date.
- Distributes schedules to drivers.
- Prepares all district-owned vehicles for local and state inspections.
- Rides each route with the regular driver at least once per school year as part of the annual driver evaluation.
- Establishes requirements and schedules for mowing and plowing operations and ensures all district vehicles are in working order.
- Adheres to all board policies and procedures.
- Performs related duties as assigned.

(See page 2 for additional information)

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Job Posting, Page 2
Posted: July 19, 2017 Until Filled

Supervisory responsibilities: Supervises, trains, and evaluates transportation, custodial and grounds, mechanical and maintenance personnel.

Education and/or Experience:

- The ideal candidate will possess a working knowledge in construction trades, mechanical, electrical, and HVAC systems and is a graduate from an accredited college, university, or technical/trade school and/or has a combination of experience and education in the aforementioned areas.
- Prior experience in maintenance, grounds, construction, and/or transportation fields and three years of successful supervisory experience is preferred.

Application procedure - Apply in writing to Nanette Pauley, Superintendent, Marcellus Community Schools PO Box 48 Marcellus, MI 49067, or e-mail to npauley@marcelluscs.org.