Watervliet Public Schools
Job Posting

Director of Maintenance, Transportation, and Operations

Watervliet Public Schools is seeking to hire the next Director of Maintenance, Transportation, and Operations. The City of Watervliet is located in southwest Michigan, approximately 15 miles east of the St. Joseph/Benton Harbor metropolitan area, in Berrien County, and 35 miles west of Kalamazoo, MI. The school district serves approximately 1,500 PreK-12 students.

Required Education and Experience
- High School Diploma required
- Two (2) years of supervisory experience in maintenance, operations, custodial operations, facilities management, project engineering, utility management, process improvement, or transportation management required.
- Associate’s Degree or higher in Business Administration, Accounting, or a related leadership program is preferred.

Preferred Personal and Professional Competencies
- Ability to plan and administer District-wide maintenance, operations, and transportation programs.
- Ability to prepare a departmental program and supporting budgets.
- Ability to communicate with a wide variety of stakeholders, from diverse backgrounds, professions, and experiences.
- Ability to communicate clearly and effectively with parents and students.
- Knowledge of building construction, methods, and materials.

Major Job Responsibilities
- Directs, supervises, coordinates training, and evaluates all department staff, including maintenance, custodial, grounds, transportation, clerical, and substitute employees.
- Plans, organizes, directs and coordinates district maintenance and deferred maintenance programs and associated projects.
- Works with Superintendent to develop departmental policies and procedures.
- Assists in the selection or recommendations for employment or assignment of all departmental personnel.
- Directs the scheduling, assigning, and routing of buses. Maintains the schedule of bus routes and pick up points.
- Investigates bus accidents and other problems reported by drivers.
• Confers with school authorities to establish and adjust transportation schedules, and address student disciplinary problems associated with school busing.
• Works with building principals to plan work schedules for maintenance personnel and to assign priorities to work orders. Requisitions materials and equipment for maintenance, grounds, custodial, and transportation repairs, and operations.
• Participate in ongoing training sessions.
• Conducts routine inspections of all district facilities and vehicles for safety and cleanliness, and coordinates and supervises the repairs of equipment and facilities.
• Ensures departmental employees comply with all district, local, county, state, and federal safety requirements, including the use of personal protective equipment.
• Operates standard office equipment and software, and maintains records required by local, County, State, and Federal Agencies. Assists in maintaining various records, files, and filing systems, including, but not limited to, work order status, scheduling, evaluation, mileage, safety, and training records.
• Maintains regular and prompt attendance in the workplace.
• Prepare and distribute required reports
• Performs other related duties as assigned.

Application Procedure:
To be considered as a candidate, please apply online at Hire Enterprise - Berrien County Schools Consortium at https://ats4.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=JA000561

Include a letter of application/resume, three letters of reference, and a copy of your transcripts, and/or credentials.

Deadline for applying: August 4, 2023
Starting Date: September 1, 2023, or as soon as possible thereafter
Salary & Benefits: A highly-competitive salary and compensation package will be offered that includes salary, health benefits, and retirement benefits.

For more information about the District, please visit our website at http://www.watervlietps.org/

It is the policy of the Watervliet Public Schools that no person shall, on the basis of sex, religion, age, marital status, race, color, national origin, ancestry, weight, height, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or any of its programs or activities.

CRIMINAL RECORDS CHECK
In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.
 POSITION: Director of Maintenance, Operations, and Transportation

DEPARTMENT: Maintenance, Operations, and Transportation

POSITION SUMMARY:
Under general direction of the Superintendent of Schools, the Director of Maintenance, Operations, and Transportation is responsible for organizing, evaluating, coordinating, and supervising the routine operations of the Maintenance, Operations, and Transportation Department, and to communicate the organization's goals, procedures, and objectives. This a full-time, 260-day position.

ESSENTIAL FUNCTIONS:
1. Directs, supervises, coordinates training, and evaluates all department staff, including maintenance, custodial, grounds, transportation, clerical, and substitute employees.
2. Plans, organizes, directs and coordinates district maintenance and deferred maintenance programs and associated projects.
3. Works with Superintendent to develop departmental policies and procedures.
4. Assists in the selection or recommendations for employment or assignment of all departmental personnel.
5. Conducts staff meetings to facilitate communication, establish routines, report issues, and solve problems.
6. Directs the scheduling, assigning, and routing of buses. Maintains schedule of bus routes and pick up points.
7. Investigates bus accidents and other problems reported by drivers.
8. Confers with school authorities to establish and adjust transportation schedules, and address student disciplinary problems associated with school busing.
9. Works with building principals to plan work schedules for maintenance personnel and to assign priorities to work orders. Requisitions materials and equipment for maintenance, grounds, custodial, and transportation repairs, and operations.
10. Conducts routine inspections of all district facilities and vehicles for safety and cleanliness, and coordinates and supervises the repairs of equipment and facilities.
12. Ensures departmental employees comply with all district, local, county, state, and federal safety requirements, including the use of personal protective equipment.
13. Prepares oral or written reports, both of a routine or of a confidential nature.
14. Operates standard office equipment and software, and maintains records required by local, County, State, and Federal Agencies. Assists in maintaining various records, files, and filing systems, including, but not limited to, work order status, scheduling, evaluation, mileage, safety, and training records.
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as assigned.
EDUCATION AND EXPERIENCE:

REQUIRED: Two (2) years’ experience in maintenance, operations, custodial operations, facilities management, project engineering, utilities management, process improvement, or transportation.

PREFERRED: Associates Degree in Business Administration, Accounting, or related leadership program

SKILLS AND QUALIFICATIONS:
1. Ability to plan and administer a District-wide maintenance, operations, and transportation program.
2. Ability to prepare a departmental program and supporting budgets.
3. Knowledge of and the ability to read and interpret laws and regulations governing the transportation of students and fleet maintenance.
4. Knowledge of safe driving practices, and ability to develop and monitor defensive driving practices and techniques.
5. Ability to coordinate training for employees to obtain all licensing required to legally drive a school bus, and to supervise and discipline students on a school bus.
6. Ability to prepare estimates and maintain records of times, resources, and costs of projects, routes, trips, and repairs.
7. Ability to make mathematical calculations with accuracy and generate computer spreadsheets as a management tool.
8. Ability to read and develop a variety of routes, schedules, and maps, manage routing software.
9. Ability to anticipate, recognize, evaluate, and control health hazards in the work environment.
10. Maintain safe driving practices and be district-insurable.
11. Knowledge of first aid and emergency methods, practices, and procedures.
12. Ability to operate a variety of communication devices and dispatch departmental staff to work assignments.
13. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
15. Ability to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use electronic communication devices.
3. See and read a computer screen and printed matter, with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
10. Lift and carry up to 100 pounds at shoulder heights for short distances.
11. Repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.
12. Reach above shoulder height, push/pull
13. Lift and or support up to 50 pounds for short periods of time.
14. Right/left foot movements as in operating foot controls for extended periods of time.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and outdoors in various conditions during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. As required, must wear protective devices such as hard hat, closed toe shoes, earplugs, dust mask, and safety glasses.

SALARY: $78,000 - $88,000 based on skills and experience

BENEFITS: Competitive PTO, Health/Dental/Optical Insurance, Life Insurance, LTD, and Retirement Package provided, per Central Office and Supervisory Employees agreement

Board Approved: June 2022

Last Revised: July 21, 2023