

**Kearsley Community Schools
Notification of Supervisor Position**

Date Posted:
Date Removed:

April 26, 2018
Until Filled

**Director of Maintenance, Operations & Transportation
\$48,000 to \$60,000 Salary Range * Year - 52 Weeks/Year - Full Fringe Benefits**

Summary:

Under the general direction of the Assistant Superintendent, plans, organizes, and directs the maintenance, operations and transportation activities and personnel for all school district buildings, grounds, and equipment; performs other related duties as assigned.

Qualifications:

- Associate's degree (A.A. in engineering, business, management) or equivalent from two-year college or technical school preferred. Prior Transportation or Maintenance and Operation supervisory experience is preferred. Prior successful experience working in schools or public agency preferred.
- Effective communication skills are essential for conflict resolution, training, and day-to-day management duties.
- Ability to communicate and respond to common inquiries or complaints from parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.
- Working knowledge of Johnson Controls Heating and Cooling system for controlling and scheduling all district heating and cooling needs, and to keep district energy savings in check.
- Must possess a valid Michigan Driver License and excellent driving history. Commercial Driver's License with a P and S endorsement or be able to successfully obtain one upon being hired.
- Must pass a DOT physical exam
- Must obtain and maintain a State of Michigan Department of Education, Transportation Supervision Certification Card.
- Demonstrates mental/physical ability and stamina for meeting the requirements of this position
- The applicant must successfully complete a Livescan Criminal Records check and Drug Screen.

Responsibilities:

- Supervise the performance of school bus drivers, mechanic, maintenance, grounds, and custodial staff. Provide direction, leadership, counseling, recognition and discipline as appropriate.
- Communicate with principals, directors, staff, students, and parents.
- Coordinate purchasing for the transportation, maintenance, grounds, custodial and operations.
- Prioritize work orders and assignment of work to district staff and contractors
- Maintain records as per statutory requirements regarding the district asbestos management and training plans, chemical and material handling requirements, and other safety oriented programs
- Maintain department records/drawings/specifications for all facilities
- Monitor District Heating and Cooling system daily.
- District Coordinator of Asbestos Hazardous Emergency Response Act (AHERA).
- District Coordinator of Hazardous Material and Material Safety Data Sheets (MSDS)
- Ensures compliance with Division of Occupational Safety and Health (cal/OSHA)
- Establish safe and efficient transportation routes.
- Interview and select applicants to maintain staffing level.
- Determine equipment and vehicle needs, including school bus seat configurations, wheel chair capacity, and any other related equipment.
- Prepare accurate billing information for field trips, mileage logs, and student assignments.
- Coordinate safety compliance training for all district custodians, grounds, maintenance, mechanics, and bus drivers (blood borne pathogens, asbestos, storm drain, and UST tank fueling training).
- Manage annual inspections of various equipment and systems
- Maintain budget in compliance with district policy and procedures
- Maintain district compliance with all State and Federal compliance mandates. (Storm drains, asbestos, UST tanks for fuel, etc.). All water testing paperwork and compliance for district wells.
- Oversee preventative maintenance programs for HVAC, electrical, etc.
- Manage State bid site for submitting bids for districts sinking fund projects
- Other duties as assigned.

NOTE: Persons interested in the above position should refer to Kearsley Community Schools Web Site, www.kearsley.k12.mi.us, as well as Genesee County Area Public Schools, www.applitrack.com

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