



EL TEJON UNIFIED SCHOOL DISTRICT

Sara Haflich
District Superintendent

CLASSIFIED JOB OPENING

- POSITION:** Director of Maintenance, Operations and Transportation
12 months, 8 hours per day
- SALARY RANGE:** \$4,557.12 to 6,251.90 per month
- SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.
- PRE-EMPLOYMENT PHYSICAL EXAMINATION:** Your appointment is not assured until you have passed this physical.
- APPLICATION PROCEDURE:** Please apply online at www.edjoin.org

Posting will remain open until position is filled.

El Tejon Unified School District
**DIRECTOR OF
MAINTENANCE OPERATIONS AND TRANSPORTATION**
Job Description

JOB SUMMARY:

Under direct supervision of the Superintendent, has the responsibility for the maintenance and operations of buildings, equipment, machinery, boilers, swimming pools, grounds, warehouses, custodial functions, as well as supervises the work of the Assistant Director of Maintenance and Operations and all maintenance and operation and transportation staff. Plans, Organizes and directs the operation of the district pupil transportation program, the maintenance and repair of district vehicles and equipment, and does related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Know methods, materials, tools, practices, occupational hazards and safety precautions of building, electrical and mechanical trades; tools, materials and equipment used in building maintenance work. Operational schedules and principles of supervision and training for custodial crews; Practices and problems of operating a school transportation system; Principles and practices of effective supervision and training; Provisions of the California Motor Vehicle Code, State Education Code and other legal mandates relating to education; Methods and practices pertaining to the operation of heavy automotive equipment repair. Principles and methods used in a program of preventive maintenance for automotive equipment. Safe driving practices.

Ability to:

Plan and supervise the work of a staff of MOT employees.
Evaluate programs and procedures.
Work from sketches or plans for improvements or alterations of buildings and equipment.
Make accurate estimates of time and materials required for maintenance and custodial work.
Use and care of tools and equipment employed in the building, electrical, mechanical and custodial trades.
Recognize and direct repair of malfunctions in equipment.
Designate bus routes, stops and traffic hazards.
Maintain transportation records.
Work independently.
Maintain effective relationships with employees, departments and the public.

Experience, Training Guidelines and Education:

Graduation from 12th grade. Training or coursework in building maintenance and management.
Five years experience in the operation and maintenance of mechanical equipment, involving skilled, electrical and mechanical or building trade work.
Experience in supervision and building maintenance or a related field.
Three years experience in automotive repair work or in school transportation of fleet operations work.
Experience with snow and ice road conditions.
State Certified bus driver trainer.

License: Possess a valid California Driver's License.

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Makes inspections to determine necessary repairs and improvements and may personally perform tasks in the repair and maintenance of machinery, buildings, air conditioning equipment, compressors and various other mechanical equipment.
2. Oversees activities of Assistant Director of Maintenance Operations and Transportation problems;
3. Confers with administrative personnel regarding maintenance and operations problems.
4. Schedule and evaluate personnel in the department.

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5. Assist in planning and implementing in-service training programs for all maintenance & operations staff.
6. Following district guidelines, coordinates the disposal of obsolete district equipment.
7. Coordinates and works closely with the SISK representative on the district's Asbestos Management plan and Safety Plan. Performing inspections and correcting identified problems and areas of concern.
8. On a yearly basis, develops and implements the entire five-year deferred maintenance plan for the district, following State guidelines.
9. Maintain confidentiality relative to school-related matters.
10. Selects and purchases appropriate supplies and materials as needed.
11. Prepare all reports, including accounting, as required.
12. Prepares bus routes and schedules in accordance with traffic conditions, hazards, and pupil loads.
13. Schedules, routes, and assigns personnel for field trips.
14. Plans, conducts and supervises bus driver training programs.
15. Handles complaints and requests for information from parents and citizens pertaining to the district transportation of students.
16. Refers student discipline problems to the school principals.
17. Furnishes needed information for transportation reports including records of mileage and operation costs;
18. Perform bus inspections as required by law.
19. Inspect road conditions in winter months and make determinations as to safe operating conditions.
20. Recommends bus run delays or cancellations to the Superintendent.
21. Makes recommendations for the sale and purchase of transportation equipment.
22. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

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| 4 | a. | Ability to sit for extended periods of time. |
| 1 | b. | Ability to stand for extended periods of time. |
| 4 | c. | Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| 4 | d. | Ability to hear and understand speech at normal levels. |
| 4 | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| 4 | f. | Ability to bend and twist, kneel and stoop. |
| 2 | g. | Ability to lift 40 lbs. |
| 3 | h. | Ability to carry 40 lbs. |
| 2 | i. | Ability to reach in all directions |
| 2 | j. | Ability to work at heights. |
| 2 | k. | Ability to ascend and descend ladder. |
| 4 | L | Ability to work in the elements (extreme temperatures). |

OTHER RELATED FUNCTIONS OF THIS POSITION:

1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.