

TUSCOLA INTERMEDIATE SCHOOL DISTRICT Position Description

Position Title: Facilities Manager/Transportation Director
Department: Transportation, Custodial/Maintenance
Reports To: Building Principals & Superintendent
Prepared By: Robert Osborn Approved by Superintendent: 12/2/97
Revised By: Superintendent Approved by Superintendent: 9/22
Position Description Revised: Date(s): 9/04, 8/12, 11/14, 4/15, 5/18, 9/22

SUMMARY:

Responsible for the activities of the special facility projects and pupil transportation departments. Provides support services to local school districts with pupil transportation.

This person works up to 210 days a year. Additional hours/days may be required. Salary and benefits are negotiated with the TISD Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Organizes and supervises pupil and staff transportation services.
- Collaborates with custodial department on custodial services.
- Assists with special projects and local district activities.
- Coordinates transportation consortium activities.
- Develops and administers facility & transportation budgets in coordination with other administrators.
- Prepares specifications, seeks bids and makes recommendation for the purchase of school buses and vans.
- Prepares specifications, seeks bids and makes recommendation for special equipment, special construction, contracted services, or repairs projects for the district.
- Drive school bus and/or van when necessary.
- Inspects all building and grounds to insure efficient operation and healthful conditions.
- Interviews, hires, evaluates, and trains new individuals in the transportation department.
- Administers inservice training programs.
- Organizes drug and alcohol screening programs.
- Coordinates snow day/weather-related transportation issues with local districts and media.
- Monitors and manages energy issues including natural gas, electric, and transportation fuels.

SUPERVISORY RESPONSIBILITIES:

Supervises the transportation staff, contractors, and may assist with custodial supervision. Plans, assigns, and directs work; appraises performance, rewards and disciplines employees, addresses complaints and resolves problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

An associate's degree and one year of relevant experience compatible with the assignment. Must meet current State guidelines regarding their driving record and be able to pass physical including drug test. Must be at least 18 years of age and have no suspension or revocation of driver's license. No citations for drugs or alcohol violations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must be able to obtain a Commercial Driver's License with required endorsements. Must pass State Skill Test and State Written Test. Must be able to obtain MSBO Transportation Director Certification. Must be able to obtain and maintain Building Operator Certification from Consumer's Energy or equivalent.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions in one-on-one and small group situations to students, staff, administration, board of education, and/or members of the business community.

Ability to respond to common requests or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS:

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to deal with problems involving a variety of concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to read and interpret blueprints, diagrams, and schematics.

Basic skills in electricity; mechanics; heating and air conditioning; cleaning methods, products, and types of equipment. Good supervisory, organizational, and utilization skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, and talk or hear. Occasionally the employee will sit while driving a bus or van. The employee is occasionally required to reach with hands and arms and drive a school bus or van. The employee must occasionally lift items up to 75 pounds such as assisting with the lifting/carrying of students. The employee must occasionally push/pull items over 90 pounds such as students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, and color vision, depth perception and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate depending upon daily activity. The employee continuously interacts with the public, students, and other staff and frequently meets multiple demands from several people. The position requires meeting deadlines with severe time constraints and irregular or extended work hours.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.