

DIRECTOR OF TRANSPORTATION, OPERATIONS AND MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning and overseeing the operations and maintenance program for school district buildings and grounds and for overseeing the district's transportation program. The position also involves responsibility for budget preparation and purchasing. Work is performed under the general direction of the Superintendent of Schools with considerable leeway allowed for the exercise of independent judgment in planning and carrying out assigned duties. Supervision is exercised over the work of all subordinate custodial, maintenance and transportation personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs and oversees the safe and efficient operation and maintenance of school district buildings, grounds and vehicles;
Establishes work schedules and schedules staff to assure adequate coverage for regular and special school activities;
Maintains records and prepares reports concerning maintenance and transportation activities;
Develops, schedules and oversees a preventive maintenance program to keep buildings and equipment in safe operating condition;
Inspects improvements and renovation work performed by contractors and verifies that terms of contract have been fulfilled;
Plans and supervises school district security activities;
Directs snow and ice control activities, landscaping work and the maintenance of athletic fields and activities;
Investigates and reports on damage to buildings with recommendations for repair and prevention;
Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
Prepares maintenance and operation budgets and justifications;
Maintains records of time and material expended, supplies inventory, and projections of workloads;
Works with individual building principals in establishing emergency evacuation procedures for each school room and office;
Monitors fuel oil deliveries;
Devises programs aimed at reducing vandalism, theft, and arson;
Advises the Superintendent of Schools on road hazards for decision on school closing during inclement weather;
Cooperates with school principals and others responsible for planning special school trips;

Prepares and administers the transportation budget;
Directs transportation operations including bus routing and scheduling, the recruiting and training of drivers and maintenance of vehicles;
Conducts a training program for school bus drivers, reviews drivers credentials and prepares accident reports;
Develops and oversees the student transportation safety program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern large scale buildings and grounds operation, maintenance and repair practices; good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades; good knowledge of standard transportation practices and the operation of school buses; good knowledge of the New York State Motor Vehicle Law and the regulations of the Commissioner of Education regarding school bus operation; ability to read blueprints and specifications; ability to plan, lay out and supervise the work of others; ability to understand and follow oral and written instructions; ability to maintain records and prepare reports; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in architecture, engineering or related field and two years of experience in large scale building cleaning and maintenance activities; or
- (b) Graduation from a regionally accredited or New York State registered two year college with an associate degree in construction or engineering technology or related field and four years of experience in large scale building cleaning and maintenance activities, two years of which must have been in a supervisory capacity; or
- (c) Six years of experience in large scale building cleaning and maintenance activities, two years of which must have been in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the

limits of (a), (b) and (c) above.

ADOPTED: DECEMBER 13, 1991

Donald C. Titus, Personnel Officer