

****Revised see next page****

SUPERINTENDENT OF BUILDINGS, GROUNDS AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing the efficient and economical cleaning, repair and maintenance of a medium sized school district and supervising the transportation function. The work is performed under the general supervision of the Superintendent of Schools or other administrative officials with considerable leeway provided for the use of independent judgement in carrying out the technical details of the position. Supervision is exercised over the work of subordinate custodial, maintenance and transportation personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises and inspects the maintenance, repair, cleaning and grounds keeping of the buildings and grounds;
Assigns employees to cleaning, maintenance and bus driving tasks, sets work schedules and assigns priorities;

Prepares tentative budget estimates for custodial, maintenance and transportation activities;

Inspects painting, carpentry, plumbing, electrical and other mechanical and construction work performed by subordinates or by private contractors;

May personally perform the more difficult maintenance chores;

Drafts specifications and plans for repairs and alterations to buildings and equipment;

Oversees the servicing, maintenance and repair of all school district vehicles and assures that vehicles meet established safety standards;

Plans bus routes including feeder routes and works with the Superintendent of Schools in the preparation of schedules for private contractors;

Prepares list of children eligible for regular and special transportation;

Conducts a training program for school bus drivers, reviews drivers credentials and prepares accident reports;

Initiates and maintains liaison with principals, teachers, parents and students concerning discipline and safety in the school bus program;

Prepares reports and maintains records concerning buildings, grounds and transportation program as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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

MINIMUM QUALIFICATIONS:

Four years of experience in large scale building cleaning or maintenance activities and in the operation, maintenance or dispatch of buses at least one of which must have been in a supervisory

capacity.

Adopted: 05/23/90

SUPERINTENDENT OF BUILDINGS, GROUNDS AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: The work 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. The 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 the technical details of the position. Supervision is exercised over the work of all subordinate custodian, maintenance and transportation personnel. The incumbent can perform work as needed to improve the cleanliness and appearance of the school and grounds. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs and oversees the safe and efficient operation, maintenance, repair, cleaning and grounds keeping of school district buildings, grounds and vehicles;
Establishes work schedules and schedules staff to assure adequate coverage for regular and special school activities, and assigns priorities;
May personally perform the more difficult maintenance chores;
Assists with cleaning and maintenance activities when necessary;
Prepares staff evaluations on a yearly basis;
Prepares tentative budget estimates for custodial, maintenance and transportation activities;
Maintains records and prepares reports concerning maintenance and transportation activities;
develops, schedules and oversees a preventative maintenance program to keep buildings and equipment in safe operating condition;
Inspects painting, carpentry, plumbing, electrical and other mechanical and construction work performed by subordinates or by private contractors;
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;
Monitor fuel oil deliveries;
Maintains and understands the working components associated with a cogeneration plant;
Devises programs aimed at reducing vandalism, theft and arson;
May be required to act as school bus driver on an assigned route as directed;
Checks to insure that buildings are heated, cleaned, locked and unlocked in readiness for all activities;
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;

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 credential and prepares accident reports;

Initiates and maintains liaison with principals, teachers, parents and students concerning discipline and safety in the school bus program.

SUPERINTENDENT OF BUILDINGS, GROUNDS AND TRANSPORTATION - CONTINUED

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 standard transportation methods and the operation, maintenance and repair of buses; good knowledge of the tools, terminology, and practices of one or more of the mechanical or building trades; good knowledge of the New York State Motor Vehicle Law, Education Law and applicable regulations of the Public Service Commission related to school bus operation; ability to read blueprints and specifications; knowledge of DEC pesticides regulations; knowledge of DEC and EPA rules on underground storage tanks; knowledge of NYS Department of Health rules relating to pools; knowledge of NYS Department of Labor respiratory protection and personal protection standards and OSHA hazard communication standards; ability to plan, lay out and supervise the work of others; ability to understand and follow oral and written directions; ability to maintain records and prepare reports; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Four years of experience in large scale building cleaning or maintenance activities and in the operation, maintenance or dispatch of buses at least one of which must have been in a supervisory capacity.

Revised: 03/18/2010

WILLSBORO CENTRAL SCHOOL - Revised 09/30/2014

PROMOTION QUALIFICATIONS: Four years of permanent competitive status as a Supervising Bus Driver or Maintenance Supervisor at Willsboro Central School.