

## Coast Unified School District

**Title:** Director – Maintenance, Operations, and Transportation

**Salary Range:** Confidential Management

**Job Summary:** Under the general direction of the Superintendent or designee, the Director of Maintenance, Operations and Transportation (MOT) plans, organizes, coordinates and supervises maintenance, custodial, grounds keeping, and transportation departments of the district. The Director (MOT) trains and supervises classified employees assigned to the maintenance and operation of schools in addition to those assigned to transportation department duties; ensures the ordering of all custodial, maintenance and transportation supplies and equipment; monitors the budgets for the maintenance, operations and transportation departments; oversees construction, reconstruction and modernization projects, and funding coordination; supervises the day-to-day operation of the District's pupil transportation program, including any contracted services with other neighboring school districts; ensures strict compliance with all applicable laws governing pupil transportation and vehicle repair; and assists in the development of long-range plans for MOT and does related work as required.

**Qualifications:**

Required:

1. Minimum of one year of supervisory experience with the ability to effectively deal with a wide variety of personalities and situations requiring diplomacy, poise and firmness.
2. Valid California Class A or Class B operator's license and Bus Driver's Certificate.
3. Knowledge of Transportation scheduling, practices, laws and regulations.
4. Valid first aid card or certificate of completion of California Highway Patrol First Aid Examination.
5. Knowledge of provisions of the California Motor Vehicle Code Passenger Transportation Safety Handbook.
6. Passage of physical examination requirements as required by the district.
7. Knowledge of California Administrative Code, Public Contract Code, Education Code and other related codes of regulations as may be required in application to construction, maintenance, and/or modification and renovation of school buildings.
8. Safety requirements for maintenance and operation of school buildings, grounds and equipment.
9. Knowledge of methods, materials and equipment used in the maintenance, repair and renovation of school building and grounds.
10. High school graduate or equivalent.

Desirable:

Bilingual in Spanish.

### **Essential Functions:**

**Maintenance and Operations:** Supervises the maintenance and upkeep of all buildings and grounds. Plans and supervises the painting, carpentry, plumbing and electrical work necessary for maintenance. Plans, directs and supervises necessary in-service training of maintenance and custodial personnel. Responsible for the development and implementation of a preventive maintenance program. Directs and coordinates District facilities management, including maintenance and operations, shipping and receiving, modernization and construction. Monitors the departmental budget for the maintenance, grounds and custodial units. Supervises the disposal of all surplus equipment and supplies for the District and is responsible for the disposal of hazardous waste and toxic materials. Supervises and directs all grounds and landscaping work and is conversant with modern methods of grounds keeping including the proper mixing and application of herbicides and pesticides. Responsible for providing an inventory control/records program for maintenance and operations. Inspects buildings and grounds for fire, sanitary and safety hazards and prepares evaluation reports as necessary. Acts as District Safety Program Risk Manager. Provides technical information on maintenance and operations and studies/evaluates methods and procedures used in performing maintenance and operation duties.

**Transportation:** Is responsible for the operation of the District pupil transportation program, including the supervision of school bus driver/utility workers, van driver/utility workers, school bus driver instructors, mechanics and clerical personnel. Ensures the timely preparation of routes and schedules for school bus operation in a manner as to ensure maximum safety and cost effectiveness. Monitors the transportation department budget. Ensures a comprehensive training program is developed, maintained and carried out for department staff, including the training of bus and van drivers. Develops routes and constructs schedules for all transportation services, responsible for service changes (i.e. notifies staff and media in event of schedule change due to weather), requests and exemptions; modifies schedules to support special programs, activities and changes in school calendars and reviews all schedules to guarantee compliance with existing policies while providing opportunities for economies and consolidation. Responsible for delivery of services under contract for home-to-school and special education transportation and vehicle repair. Identifies and purchases automotive parts, supplies, equipment and tools for efficient, cost effective department operation. Ensures that safe riding practices are followed, is responsible for the District pupil management program for school buses and students which includes the conducting of the annual school bus evacuation program.

Assists in the selection of department personnel, is responsible for evaluating M.O.T. department employees.

### **Physical Requirements:**

Stand and walk for extended periods of time.

See for the purpose of reading laws and codes, rules and policies and other related matter, and observing students.

Hear and understand speech at normal levels.

Communicate so that others will clearly understand normal conversation.

Bend, twist, kneel and/or stoop.

Lift and carry 50 lbs.

Reach in all directions.

Think clearly and rationally to solve problems.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of the Superintendent or designee.

**Approved:** October 5, 2017