

JOB DESCRIPTION

WU njb 1005

Maintenance & Operations

Washington Union School District

43 San Benancio Road

Salinas, CA 93908

Maintenance/Operations & Transportation Director

Purpose Statement

The job of Maintenance/Operations & Transportation Director is done for the purpose/s of maintaining facilities for students, staff and public in safe operating condition; maintaining a preventative maintenance program; performing skilled maintenance (e.g. plumbing, electrical, ventilating systems, alarms, etc.) to resolve immediate operational and/or safety concerns; performing functions of a bus driver and directing the daily operations.

Essential Functions

- **Analyzes** maintenance and transportation requirements for the purpose of determining immediate and long term needs to ensure facilities are safe and suitable for educational programs, making recommendations and maximizing the use of available funds.
- **Coordinates** with other district personnel and outside vendors for the purpose of providing information necessary for making decisions regarding maintenance of the District facilities and transportation needs.
- **Directs** facility maintenance and transportation activities and assigned personnel (e.g. schedules, trains, etc.) for the purpose of ensuring functions are performed efficiently and in conformance with required safety and regulatory standards.
- **Informs** personnel regarding procedures and/or status of work orders for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with established guidelines.
- **Inspects** facilities, systems and their components for the purpose of ensuring safety and cleanliness, and identifying necessary repairs.
- **Installs** system component parts, classroom and office equipment and facility components (e.g. lighting, plumbing fixtures, bulletin boards, filters, etc.) for the purpose of providing an up to date reference and audit trail for compliance.
- **Maintains** a variety of information, files and records (e.g. health records, financial records, work performed, contracts, budget inspections, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- **Maintains** tools and/or equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- **Monitors** maintenance operations for the purpose of ensuring that work is performed within required timeframes, at reasonable cost and in accordance with safe work practices.
- **Performs** functions of a school bus driver as maybe required for the purpose of transporting students over scheduled routes and to/from field trips in a safe timely manner.
- **Prepares** documentation (e.g. cost estimates, maintenance/transportation work schedules, financial reports, summer maintenance requirements, requisitions, work orders, etc.) for the purpose of providing written support and/or conveying information.
- **Repairs** various items, systems and/or components (e.g. safety rails, plumbing fixtures, furniture, toilets, clocks, etc.) for the purpose of ensuring that items are available and in safe working condition.
- **Requests** equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
- **Researches** vendors for the purpose of providing adequate maintenance support services.
- **Responds** to emergency situations in both maintenance and transportation for the purpose of resolving immediate safety concerns and/or maintaining facilities in operational use.

Other Functions

- **Assists** other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements. – Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions. Specific skills required to satisfactorily perform the functions of the job include; operating district vehicles used in transporting students; prepare and maintaining accurate records; operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; planning and managing projects.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents and/or facilitate group discussion; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes; variety of skilled trades e.g. mechanical, electrical, heating and ventilation, etc.; safety practices and procedures; laws and regulations related to driving a school bus.

ABILITY is required to schedule a significant number of activities; often gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment. Flexibility is required to work with others under a wide variety of circumstances; analyze data utilizing defined and similar processes; and operate equipment using various methods of operation. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a variety of job related equipment. In working with others, problem solving is required to analyze issues, create plans of action and reach solutions. Problem solving with data is moderate and with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions.

Responsibility

Responsibilities include; working under limited supervision; focusing primarily on results; directing other persons within a small work unit; and operating within a defined budget and/or financial guidelines. Utilization of resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking and 40% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

Experience. Job Related Experience within specialized field with increasing levels of responsibility is required.

Education. High School Diploma or Equivalent

Required Testing:

Drug/Alcohol Testing; TB Test

Continuing Educ. / Training:

None Specified

Certificates & Licenses:

Class B Driver's License; CPR/First Aid Certificate, Valid DOT Medical Certificate/Bus Driver's Certificate

Clearances:

Criminal Justice Fingerprint Clearance

FLSA Status: Not Evaluated

