



## **NORTHAMPTON COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: DIRECTOR OF TRANSPORTATION, FACILITIES AND MAINTENANCE**

#### **GENERAL STATEMENT OF JOB**

Under direction of the Assistant Superintendent of Human Resources and Federal Programs, the purpose of the position is to oversee the Transportation and Maintenance Departments, as well as, serve as the Athletic Director for the district. The Director manages all operational aspects of driving, training, scheduling, routing and maintenance of buses for the school district's Transportation Department. The Director performs responsible supervisory, budget execution, technical overview, logistical execution, and administrative work in coordinating and directing the maintenance and facilities activities of school system buildings, grounds, and equipment; overseeing all repair and preventive maintenance work on buildings and all associated building systems; and monitoring work performed by contractors who supplement maintenance personnel for repairs and services. The Director is also involved with the administration of contracts for all operating and modernization activities including requests for quotations, bid solicitations, contract awards, pre-construction conferences, etc., as well as preparing required routine reports. The Director must exercise considerable independent judgment and initiative to ensure that the activities of the department are cost effective, properly developed, implemented and schedules; repair work is accomplished in a timely, safe and proper manner, personnel are efficiently supervised, property is adequately used and maintained, and necessary outside services are obtained. The Director must also exercise considerable tact and courtesy in contacts with contractors, vendors, and various school system officials. The Director coordinates all athletic programs within the school district. The Director is accountable for enforcing all applicable school laws and guidelines. Employee processes and maintains all necessary files, forms, reports and paperwork. Reports to the Assistant Superintendent.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Lead and coordinate effective management and continuous improvement of pupil transportation operations for the school district.

Schedules, implements and manages bus routes for the school district transportation area; collaborates with

## DIRECTOR OF TRANSPORTATION, FACILITIES AND MAINTENANCE

school personnel to plan and establish school bus routes.

Supervises and evaluates transportation employees, e.g., Bus Drivers, Bus Assistants, Car Drivers.

Coordinates all Bus Driver forms and reports required by Federal, State, and local government mandates.

Receives, addresses and resolves complaints and concerns from parents and the general public.

Contacts parents, bus drivers and school personnel to resolve problems concerning students, routing, bus stops and other bus route issues.

Recruits new transportation employees; administers interviews; ensures all appropriate training and certifications are completed.

Make day-to-day decisions relative to the provision of school bus, contract and activity bus transportation

Prepare, publish and implement school bus and contract vehicle routes

Investigate school vehicle related accidents and reports them to the appropriate agencies and personnel

Ensure that pre- and post- trip safety inspections are conducted

Assist principals with securing training materials and providing school bus safety instruction for students

Monitor weather and road conditions; activate, whenever required, the administrative team that travels on county roads

Make a recommendation directly to the Superintendent regarding road conditions and the need for school closings, delays or normal opening as appropriate

In accordance with state and local regulations, plan and administer an efficient vehicle maintenance program that ensures school buses, activity buses and other system-owned vehicles are mechanically safe and sound to operate

Directly supervise the day to day activities of the Maintenance Department and its employees

Prepare and present annual maintenance budget proposal

Evaluate and create reports regarding the condition of buildings and sites recommending improvements or modifications as necessary

Coordinate the development of the school system's long-range facilities plan

Coordinate and supervise the preparation of specifications for construction needs

Estimate the cost and budget requirements of proposed construction projects

Inspect and monitor the completion of the work of contractors performing routine, non-routine, and extraordinary work for adherence to plans and specifications

## DIRECTOR OF TRANSPORTATION, FACILITIES AND MAINTENANCE

Directs the overall technical training activities for maintenance personnel

Supervise and oversee the operation and administration of the department's computerized maintenance work order system and other computerized system applications used to support the department's various trades

Review all applications for changes to buildings and grounds and approve (or deny) those applications

Oversee the disposal of all surplus items in the district

Oversee and monitor all utilities: water, electrical, sewer, and gas

Coordinate all required inspections, fire inspections, fire alarm system inspections, sprinkler inspections, café hood inspections and bleacher inspections

Ensure storage and security of materials

Inform staff of changes in technology, laws, codes, or regulations regarding general facility maintenance

Oversee the district athletic field specialist regarding supply orders and field maintenance

Consult with outside authorities and agencies regarding facility maintenance and environmental issues

Prepare and present oral and written reports to superiors, other departments, and school officials

Develop and implement staff development training, Maintenance Management Programs, Preventative Maintenance Programs, and Quality Assurance Programs

Coordinate district, local, state and federal regulations, policies and procedures enforcement

Prepare and develop new procedures and/or standards for the maintenance staff for the purpose of increasing safety, productivity, efficiency and improving the technical application of service while reducing costs and improving services

Stay current with new developments, regulations, policies and procedures related to all maintenance functions mandated by federal, state and local officials

Adhere to and enforce federal, state, and local laws, policies, standards and procedures related to contracting maintenance purchasing and the successful operation of a maintenance division

Determine material usage, keep inventory processes current, establish stock levels and establish sources for purchasing stock required by the Department related to all maintenance functions and trades

Prepare purchase requisitions, counter sign requisitions prepared by others, and approve emergency purchases on blanket orders

Review all invoices submitted to the Maintenance Department for completeness, appropriateness and cost effectiveness; certify for payment all invoices for services and materials for the Department

Assist with inclement weather and building emergency procedures

Coordinate all schedules with the principal and commissioner of the conference. Assign and supervise all

## DIRECTOR OF TRANSPORTATION, FACILITIES AND MAINTENANCE

gatekeepers and workers for all athletic contests.

Examine all playing arenas to see if they are available and ready for play. Obtain playing arena when there is a need for practice or to use as game site.

Confirm the availability of sports equipment which is needed for the game. Arrange for payment of all game officials.

Arrange for all the change that is needed for all gatekeepers. Make available change boxes, tickets, stamps, etc. which are needed by gatekeepers.

Coordinate all tournaments and post season games with the principal.

Verify the eligibility of all athletes

Schedule physical examinations for all athletes.

Work with coaches and the principal to ensure the eligibility of each athlete is certified prior to participation.

Work with the principal and the school SRO in securing law enforcement officers to provide security for athletic contests.

Coordinate all athletic functions such as booster club meetings, athletic banquets and other athletic meetings.

Coordinate the attendance of coaches at coaches' clinics and workshops.

Serve as public relations liaison for all routine news media requests related to athletics.

Coordinate with the principal any postponement of contests because of weather or other factors.

Coordinate the purchase, reconditioning and storage of athletic equipment.

Coordinate the preparation for all home contests and events; supervises or directs cleanup after contests.

Coordinate transportation for all athletic events requiring travel

Schedule and conduct pre-season meetings for all sports as required by the NCHSAA.

Submit athletic eligibility summary and pre-season meeting certification to the NCHSAA as required at the beginning of the season.

Ensure all coaches are aware of NCS, NCHSAA, and NFHS rules applicable to their sport and the expectations of coaches.

Ensure compliance with all NCS, NCHSAA, and NFHS rules.

Submit work orders for necessary facility repairs or routine maintenance. Provide booking agents with a complete schedule prior to the season.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

## DIRECTOR OF TRANSPORTATION, FACILITIES AND MAINTENANCE

Associate's Degree from an accredited institution in transportation management or business administration  
Six (6) to nine (9) years of training or experience in management, transportation supervision, routing, budgeting and computers

Six (6) to nine (9) years of training or experience in facility management and maintenance oversight.

Any equivalent combination of training and experience that provides the required skills, knowledge and abilities

Must possess a valid driver's license issued by the NC Department of Motor Vehicles

Must possess a CDL B with a School Bus and Passenger endorsement

Extensive experience working in a public school environment is preferred.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including computers, typewriters, copiers, calculators, etc. Must be able to frequently lift and/or move 10 pounds and occasionally lift and/or move up to 50 pounds, as well as , exercise a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, press releases, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using a variety of technical or professional languages including counseling terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract;

## DIRECTOR OF TRANSPORTATION, FACILITIES AND MAINTENANCE

multiply and divide; utilize decimals and percentages; and to apply the theories of descriptive statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color. **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Ability to plan, coordinate, and evaluate the effectiveness of programs.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from them.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Must possess administrative, organizational and financial skills in addition to a thorough knowledge of athletic policy and procedure.

DIRECTOR OF TRANSPORTATION, FACILITIES AND MAINTENANCE

ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.