

Hartford Public Schools Position Description

Position Title: Director of Facilities & Transportation

Department: Facilities and Transportation

Reports To: Superintendent

Prepared By: Andrew Hubbard

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SUMMARY: Responsible for the organization, administration and supervision in the area of the school district transportation system in accordance with state law and policies along with school district policies.

Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

ESSENTIAL DUTIES AND RESPONSIBILITIES . *Other duties may be assigned.*

General

- Maintains personnel records and reports payroll to the payroll department.
- Assist in hiring and develop and implement an ongoing recruitment system for employees as needed.

Facilities

- Plans and directs the work of all building and grounds personnel involved in the maintenance activities on school properties and related facilities.
- Develops annual priority list for maintenance of buildings.
- Purchase cleaning supplies and equipment for the district.
- Maintain schedules for custodians including vacations and absences.
- Coordinates schedules and special event operations for the purpose of ensuring required facilities preparation.
- Act as the district liaison between architects and contractors for all new and remodeling projects.
- Determines appropriateness of work order requests, determines timeline and authorizes work to be completed.
- Prepares long range planning for capital improvement and replacement equipment.
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- Inspects work in progress, oversees requisitions and ensures timely completion of maintenance projects.
- Surveys, coordinates and participates in development of time and cost estimates for major repairs or remodeling projects.
- Establishes standards of maintenance and preventative maintenance for building and equipment.
- Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
- Plans, organizes and implements a program of preventive maintenance.
- Maintains all necessary maintenance records for district vehicles.

Transportation

- Organizes and implements a pupil transportation system within the policies of the Board of Education.
- Conducts driver education program for school bus drivers.
- Keeps records for preparation of state and local reports such as inventories, pupils transported, route mileage, time records, special trip records, traffic accidents, and other required reports.
- Determines safe bus stops and routing.
- Drives school bus when necessary.
- Monitors bus surveillance equipment.
- Makes recommendations that may improve transportation services and efficiency such as rules and regulations for drivers and pupil conduct.
- Assists in the preparation and implementation of school safety and crisis plans.
- Meets with parents, students and drivers to positively address bus safety and student behavior.
- Assist in school evacuations.
- Works with Principals on behavior discipline issues.
- Conforms with all state laws and regulations regarding school transportation.
- Recruits, interviews, trains, and supervises all transportation personnel.
- Advises superintendent on road hazards for decision on school closing during inclement weather.
- Cooperates with school principals and athletic department for planning field and athletic trips.
- Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities.
- Assists with the transportation budget.
- Develops recommendations for new and replacement of buses and district vehicles based on existing and projected requirements.
- Evaluates personnel in accordance with collective bargaining contracts and district personnel procedures.
- Works effectively with parents and the community to resolve transportation issues.
- Ensures that bus drivers are properly trained, have all necessary driving licenses, and that driving records are maintained and monitored.

SUPERVISORY RESPONSIBILITIES:

Supervises subordinate bus drivers, sub/aide drivers, and custodial/maintenance employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending employees to the Superintendent for employment, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School graduate or equivalent and 5 years experience in supervision.
Must be able to operate tractors, snowplows, and mowing equipment.
HVAC experience preferred.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

CERTIFICATIONS, LICENSES AND REGISTRATIONS:

Must be able to obtain a Commercial Driver's License and appropriate Transportation Supervision Certifications.

Must pass State skills test and State written test.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables, in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

Personal Computer, spread sheet and e-mail skills. Ability to apply knowledge of current research and theory in specific field. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb on to ladders. Specific vision abilities required by this job include close vision, distance vision, and color vision. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.