

# CORNING UNION HIGH SCHOOL DISTRICT

**JOB TITLE:** Director of Maintenance, Operations and Transportation

**SALARY LEVEL:** Classified Mgmt Exempt Salary Schedule

**DEPARTMENT:** Transportation/Maintenance

**REPORTS TO:** Superintendent

BOARD APPROVAL June 20, 2024

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**SUMMARY:** Under the general supervision of the Superintendent, the Director of Maintenance, Operations, and Transportation oversees the maintenance/grounds, operations, and transportation functions of the District.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

### Transportation

1. Supervise and evaluate the performance of all bus driver and mechanic staff; assign and review work and participate in the selection of new personnel. Recommend and participate in disciplinary action needed.
2. Plans for and coordinates training of bus driver staff necessary to maintain bus driver license; oversees safety training of bus driver staff.
3. Follow all laws and regulations as set forth by the Education Code and the Department of Motor Vehicles relative to pupil transportation.
4. Supervises all bus routes and makes recommendations to the Superintendent.
5. Report any irregularities in existing bus routes to the Superintendent and recommend appropriate change(s).
6. Supervises bus maintenance and ensures required maintenance schedules are followed.
7. Supervises bus storage.
8. Receives, investigates, and resolves complaint issues of parents and staff concerning bus transportation.
9. Keeps records and reports as required by law and the District Superintendent.
10. Oversees and advises bus driver staff on accidents; reviews accident protocols and acts as transportation Accident Review Officer.
11. Advises the principals and District Superintendent on matters involving pupil transportation.

12. Directs all scheduling of buses and drivers for field trips.

14. Performs related work as required.

#### Operations

- 1 . Supervise, train, and evaluate the performance of custodial staff; assign and review work and participate in the selection of new personnel. Recommend and participate in disciplinary action needed.
2. Coordinate custodial service with each site administrator; work closely with each site administrator in evaluating custodial staff.
3. Responsible for the custodial supply inventory and budget.
4. Coordinates district-wide compliance with Safety Data Sheets (SDS) and Occupational Health and Safety Administration (OSHA) regulations.
5. Performs related work as required.

#### Maintenance

- 1 . Supervise, plan, organize, coordinate, and oversee day-to-day maintenance/grounds activities in the construction and mechanical trades; ensure the proper and efficient maintenance and repair of District buildings and facilities.
2. Inspect District buildings, equipment, utility systems, and facilities to determine needed maintenance and repair; assure proper completion of work orders.
3. Consult with District maintenance personnel, administrators and outside contractors to coordinate, prioritize, and schedule work projects; follow-up on work orders with District personnel to ensure timely and proper payment for supplies and services purchased.
4. Supervise and evaluate the performance of assigned maintenance staff; assign and review work and participate in the selection of new personnel. Recommend and participate in disciplinary action needed.
5. Responsible for the District maintenance budget.
6. Coordinates and supervises the construction of new facilities and the reconstruction, modernization, and relocation of existing facilities. Develops facilities master plan.
7. Assists with the selection, coordination, monitoring, and supervision of services provided by architects, engineers, consultants, contractors, inspectors, and other professional service agencies used in support of the facilities program as necessary.

8. Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; consult with and advise architects and contractors on plans and specifications.
9. Performs related work as required.

Other:

1. Serves as a member of Superintendent's Administrative Cabinet
2. Oversees all District safety programs and activities
2. Attends and participates in board meetings as required.
3. Answers emergency calls at any time and takes appropriate actions to protect and preserve property.
4. Develop and prepare the annual preliminary budget for the MOT Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
5. Attend and conduct a variety of meetings as assigned; plan, coordinate, and conduct in-service trainings; serve on committees as assigned; serve as a District liaison to the Division of the State Architect (DSA), California Department of Education (CDE), local city services, police and fire departments.

**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 essential functions.

**KNOWLEDGE OF:**

Transportation- Safe driving practices; provisions of the California Motor Vehicle Code, Education Code and any other rules, regulations, policies, and procedures applicable to the transportation of school children; working knowledge of mechanical repairs and maintenance of motor vehicles.

Maintenance/Operations- Appropriate methods and practices of equipment, tools, chemicals, and supplies used in the building trades and custodial, maintenance, and grounds work; laws affecting construction and repair, principles of supervision training and management, health and safety codes.

**ABILITY TO:**

**Language Skills-** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents, and other employees of the organization. Knowledge of rules governing correct grammar, spelling, and punctuation.

**Mathematical Skills-** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Skills-** Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram, or schedule form. Ability to deal with problems involving a few known variables in routine situations.

**Other Skills and Abilities-** Ability to communicate and interact with staff, students, parents, and others in an open, friendly, business-like manner. Maintain accurate records and make independent decisions within the scope of authority. Proficient in Microsoft Office products Excel, PowerPoint, and Word, along with Google Calendar and Google Docs/Slides/Sheets.

**EDUCATION AND/OR EXPERIENCE:** A high school diploma or general education degree (GED); a Bachelor's degree in a related discipline is highly desired. Five (5) years related experience at the supervisory level, or equivalent combination of education and experience; Experience in a school district or related public agency highly desired.

**CERTIFICATES, LICENSES, REGISTRATIONS:** A California Driver's License is required by the first day of service. District First Aid and CPR training may be required and will be provided. Ability to attain a Qualified Applicator License for Pesticides within 6 months of hire.

**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 essential functions. While performing the duties of this job, the employee is frequently required to sit, stand, walk, and reach with both hands and arms, talk, hear, and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell.

The employee must occasionally lift and/or move up to 50 pounds. However, while lifting amounts above 50 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception, and the ability to adjust focus.

**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 essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.