

Rangeley Lakes Regional School

TITLE: Director of Transportation, Maintenance and Custodial Services

SUMMARY

Oversees and supervises transportation, maintenance and custodial services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Carries out supervisory responsibilities in accordance with School Board policies, State and Federal law.
- Interview, hire, train, supervise and evaluate transportation, maintenance, and custodial employees.
- Plan and direct employee work schedules.
- Address complaints and resolve problems related to transportation, maintenance and custodial services.
- Schedule all bus transportation including athletics.
- Coordinate the use of fields and gym facilities with the Athletic Director.
- Evaluates transportation, maintenance and custodial employees annually.
- Monitors, oversees and recommends annual budgets related to the operation of plant, transportation, maintenance and custodial services.
- Inspects regularly the cleanliness of the facilities and busses.
- Examines school buildings and grounds on a regular basis for needed repairs and maintenance.
- Coordinates building use schedules with the Principal.
- Keeps an inventory of supplies, equipment and requisitions necessary for the operational needs of transportation, maintenance and custodial services.
- Develops a summer maintenance and custodial services plan.
- Oversees regular bus maintenance to include warranty repairs and recalls.
- Assigns bus drivers with additional bus trips that occur outside employee regularly scheduled bus runs.
- Performs other duties as necessary to insure efficient transportation, maintenance and custodial services.
- Performs quarterly, semi-annual and annual inspections in building along with appropriate vendors

QUALIFICATIONS

Education: Post –secondary education and / or journeyman experience with school transportation, maintenance and custodial services.

Leadership Skills: Demonstrated successful experience as a supervisor.

Language Skills: Ability to read, analyze and interpret technical procedures and government regulations.

Mathematic Skills: ability to calculate job related mathematics such as discounts, interest, commission proportions, percentages, area circumference and volume. In addition, the position requires a basic understanding of Algebra and Geometry.

Reasoning Ability: Able to define problems, collect data, establish facts and draw valid conclusions. The employee must be able to interpret technical instructions in mathematical or diagram form.

Other skills and Abilities: Able to utilize a personal computer required for planning and maintain buildings, grounds, fields and transportation services.

Maine School Bus Driver's License- within six (6) months from the date of employment.

SALARY AND BENEFITS

The salary and benefits for this position are competitive with other similar positions in this region of Maine.

WORK ENVIRONMENT

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

While performing the duties of the job, the employee will work indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers and sprays for household dust. The employee must be able to meet deadlines with time constraints.

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

Approved: 5.8.2018

Reviewed: 6.5.2023