



POSTING DATE: March 22, 2024

POSITION: Director of Maintenance/Transportation

Starting Date: May 1, 2024

DEADLINE: April 17, 2024

REPORTS TO: Superintendent

JOB DESCRIPTION: The Director shall be responsible for the organization and operation of the school bus transportation, caretaking, and maintenance services ensuring that these departments operate in a safe and efficient manner in conjunction with the philosophy of the School board. The Director shall be in charge of personnel and fiscal responsibility of these departments.

MINIMUM QUALIFICATIONS:

- Possess a high school diploma or GED equivalent
- Basic knowledge of technical fields where the work consists of applying specific techniques and principles including, but not limited to boilers, HVAC, temperature controls, plumbing, electrical, carpentry and mechanical.
- Knowledge of State and Federal environmental and safety regulations.
- Ability to obtain and maintain CDL, B or C, P & S licensure and MSBO Transportation Director Certificate.
- Possess a good driving record.
- Must pass State and FBI Criminal Background Check
- Must pass DOT physical and drug screen

RESPONSIBILITIES:

1. Supervision of all personnel in the Maintenance, Bus and Custodial departments.
2. Supervises daily operation of transportation, keeping a log of happenings, accidents, complaints, etc. Investigates all school bus accidents and road breakdowns, studies operational procedures for the purpose of preventing breakdowns and accidents. Observes the operation of the system by monitoring all procedures.
3. Responsible for all Transportation, Buildings and Maintenance personnel including hiring, training, and dismissals in conjunction with board policy. Initiates professional development programs for all staff.
4. Plans the safe and efficient routing of buses, determines when adjustments are necessary and coordinates the implementation of these adjustments. Keeps the transportation map up to date. Determines bus time schedules, students picked up by each bus, and hazardous stopping or walking areas. Distributes schedules to drivers.
5. Responsible for all communications (both written and verbal) and Training in the fields of transportation and physical facilities.
6. Purchasing agent for products in the area of transportation and property maintenance, or products are purchased under the Direction of the Superintendent.
7. Is responsible for the execution of a maintenance and repair program for all equipment, furniture, and machinery. Disposes of items no longer needed by the district.
8. Inspects all buildings and equipment on a regular basis to ensure that all fire and safety regulations are adhered to; as loss prevention officer, conducts seminars ensuring all operations personnel are familiar with fire and safety regulations.
9. Possesses, holds, and will maintain all qualifications required by law and those required by Board to serve in the position assigned.
10. Performs other duties as required.



TERM OF EMPLOYMENT: 260 days

SALARY RANGE: Minimum \$35,000 Determined based on experience and qualifications

PERFORMANCE EVALUATION: Performance of this job will be evaluated in accordance with provisions of the District procedures on administrative evaluation.

APPLY TO: Candidates must submit an application to: scarpenter@stephenson.k12.mi.us

Susanne Carpenter, Superintendent
Stephenson Area Public Schools
526 W Division Street
Stephenson, MI 49887