

## MAINTENANCE SUPERVISOR

**REPORTS TO:** Superintendent

### **ESSENTIAL FUNCTIONS:**

Plans, schedules, and directs work of assigned maintenance personnel.

Works with school administrators in scheduling and coordinating maintenance and repair of buildings, equipment, and other District property.

Plans and lays out more complex jobs.

Maintains accurate and current records of maintenance operations, including time spent, resources utilized, cost estimates, and total costs experienced by the District.

Recommends repairs and refurbishing needs; prepares rough estimates of material and labor costs and work procedures, coordinating with administration as appropriate.

Confers with administration concerning employee evaluations.

Recommends new equipment purchases.

Assists in preparation of maintenance budget.

May perform skilled work in various construction and/or maintenance trades.

Keeps operational records and prepares routine reports.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### **DESIRED MINIMUM QUALIFICATIONS:**

High school diploma or equivalent supplemented by advanced training in maintenance and construction; Journey- level experience in one or more of the building trades, including experience in a lead capacity.

Valid Montana driver's license.

Knowledge of methods, materials, tools, and equipment, trade practices and techniques, quality standards applicable to construction, maintenance and repair of buildings and grounds.

Knowledge of building maintenance practices, materials, and laws or codes affecting the construction and repair of school buildings.

Knowledge of cost estimation and controls.

Knowledge of efficient supply operations and proper record keeping.

Knowledge of general principles of supervision and training.

Knowledge of methods, techniques, materials, and equipment used in maintenance, repair, and construction of school facilities and buildings.

Knowledge of safe working methods and procedures.

Organize, lead, inspect, and monitor work of maintenance personnel.

Establish priorities and make sound operational decisions.

Establish and maintain effective and cooperative relationships with others.

Communicate effectively orally and in writing.

Plan and estimate maintenance work; read and interpret codes, blueprints, and diagrams.

Inspect maintenance work with concern for acceptable industry standards and District needs.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment matters.

Ability to effectively manage time and responsibilities.

Live and maintain residence within 20 minutes of school property.

**EQUIPMENT USED:**

Hand and power tools, large equipment, vehicles, etc.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate to noisy, depending upon the task at hand.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

History

Approved on:

Revised on:

## **BUS DRIVER**

**REPORTS TO:** Superintendent

**ESSENTIAL FUNCTIONS:**

Drives school bus or transportation vehicle over assigned route in accordance with time schedule.

Boards and discharges student passengers in a safe and orderly manner.

Transports students, staff, and chaperones on field trips, athletic activities, and other special trips.

Enforces District policies and procedures related to transportation and maintains discipline on buses.

Prepares student discipline citations as needed.

Prepares daily reports of mileage, time, and student loads.

Maintains bus cleanliness on a daily basis, including washing, as needed.

Performs minor bus maintenance checks and reports maintenance needs.

Renders first aid or emergency assistance as needed.

May transport other materials in District vehicles.

Services buses with gas and oil and checks tires, battery, and belts.

Maintains good order among students on buses, following District policies regarding discipline of children and contact with parents and other citizens.

Instructs students and others on proper bus behavior and emergency procedures.

During times buses are not in use, may be assigned to general maintenance and cleanup activities in the transportation department.

Ensures compliance with applicable provisions of state motor vehicle code and education code, as related to bus driving and transporting students.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

**DESIRED MINIMUM QUALIFICATIONS:**

Work history demonstrating dependability and reliability; good driving record; high school diploma or equivalent; or any combination of training and experience likely to provide the desired knowledge and abilities.

Possession of valid Montana commercial driver's license, accompanied by satisfactory medical examination report.

Holds valid basic First Aid certificate.

Holds valid TR-35 Form.

Knowledge of safe driving practices.

Knowledge of geography of the School District and other districts served.

Operate school bus, exercising good judgment and extreme caution.

Drive school bus safely over variety of normal and hazardous road conditions.

Maintain order among students on a bus.

Learn designated bus route, bus stops, and District traffic hazards.

Make route reports.

Keep simple records.

Understand and carry out oral and written instructions.

Establish and maintain effective working relationships with students, the public, and staff members.

Maintain cooperative working relationships with those contacted in the course of work.

Ability to handle stressful situations.

Ability to maintain confidentiality of student matters.

Ability to effectively manage time and responsibilities.

**EQUIPMENT USED:**

Two-way radio equipment, specials needs equipment, telephone/voice mail.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The environment can be stressful due to the nature of the work.

The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or carry up to 30 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employee often performs routine work. Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description 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.*

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