

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

DIRECTOR OF FACILITIES AND TRANSPORTATION

QUALIFICATIONS:

1. Bachelor's degree or equivalent
2. Competent in one or more of the following areas: carpentry, HVAC/R, plumbing, and/or electricity
3. Knowledge of chemicals, Material Safety Data Sheets, OSHA (Occupational Safety and Health Act) safety standards, and hazardous materials
4. Proficient in MS Office
5. Five (5) or more years progressively responsible management experience; three (3) or more years of experience developing and managing operating budgets
6. An understanding of IPM (Integrated Pest Management) and OPM (Organic Pest Management)

DESIRED QUALIFICATIONS:

1. Technical school or other formal education in related fields
2. Master Boiler, Master Electrician, LP and/or Master Plumber licenses
3. Five years of maintenance or trade experience
4. Universal Refrigerant certification
5. BOC II (Building Operator Certification)
6. Degree in Facility Management or Engineering
7. Experience with tel/data, fire alarm, security and CCTV systems.
8. Experience programming DDC controls

REPORTS TO: Superintendent (or his/her designee)

SUPERVISES: Custodians, Bus Drivers, Mechanic, Maintenance and Grounds staff

JOB GOAL: To maintain school District facilities in a condition of operating excellence, cleanliness, health and safety, so that full educational use of them may be made at all times. To oversee an efficient and effective transportation department.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrates good communication skills, sound organizational skills and clear and concise writing skills.
2. Conforms with all State laws and regulations regarding school transportation.
3. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
4. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
5. Prepares bus routes and schedules for all public schools in the District.

6. Supervises the maintenance and repair requirements of the district, including MEPS systems.
7. Develops and maintains a safety program, including but not limited to hazardous materials that comply with OSHA guidelines.
8. Completes all state transportation and facilities reports.
9. Recruits and Interviews, and in consultation with the Superintendent, recommends the employment, assignment, transfer, promotion, demotion, or dismissal of all department staff.
10. Supervises all department staff including training, coordinating, and overseeing timecards.
11. Implement the District's evaluation procedure of the staff as required by contract and/or district policy.
12. Works with the Business Manager to procure oil, LP and electricity at the lowest cost.
13. Ensures that all required inspections are scheduled and completed as necessary.
14. Maintains inventory.
15. Reports damage of school property to the Building Administrator and Superintendent.
16. Works with the Building Administrator and/or Superintendent to prepare and administer the annual operations and maintenance budget.
17. Monitors indoor environmental quality and energy efficiency.
18. Develops and maintains the District's long-range Facilities master plan.
19. Manages the bidding process from minor repairs to major capital renewals including the RFP process and make recommendations for approval.
20. Plans and manages repair, minor renovation and capital renewal projects.
21. Participates in the planning and management of major renovations and new construction projects.
22. Estimates project costs for budgetary purposes.
23. Is on-call 24 hours a day for emergency situations.
24. Performs such other duties and assumes such other responsibilities as may be assigned by the Superintendent.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of employees, students, and personnel written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage. Demonstrates dependability, integrity, and other ethical standards.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information, and to follow verbal or demonstrated instruction.
2. Physical ability to perform all necessary upper and lower body movement.
3. Ability to talk, hear, see, and speak.
4. Ability to do reaching, eye-hand coordination, stooping, repetitive motion, climbing and lifting of 50 pounds on a regular basis, occasionally more.
5. Ability to use different chemicals (cleaning, stripping wax, floor finish, paints and solvents).
6. Ability to do basic math and writing.
7. Ability to communicate using school provided computer and email account.
8. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Directors

History: Approved 05/01/13, 04/01/20

Approved: October 20, 2021