



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **FACILITIES/TRANSPORTATION MANAGER**

FLSA: Exempt

TITLE: Facilities/Transportation Manager

QUALIFICATIONS:

- Strong background in preventative maintenance
- High school diploma or GED; specialized training, certification, or trade school courses in facilities management or transportation, highly recommended
- Must be able to pass an extensive Identity Verified Fingerprint (IVP) clearance check
- Valid driver's license
- Commercial Driver's License Class A or B with S and P Endorsements; preferred
- Three-five years Managerial/Supervisory experience; preferred
- Proficient in Microsoft Office products, especially Excel and Word
- Proficient in the use of the Internet
- Strong organizational skills
- Strong oral and written communication skills

REPORTS TO: District Administrator

GENERAL FUNCTION:

The Facilities/Transportation Manager shall be responsible to direct and coordinate District activities related to the maintenance and construction of facilities; the care and control of all vehicles; and equipment; procurement of materials, supplies, equipment, and services for facilities and transportation. This position also acts as a liaison to city, county, and state officials in areas related to job assignment. It is expected that the Facilities/Transportation Manager will possess the professional and leadership traits that manifest themselves into organizational initiatives that will support continued safe and sustainable operation of the school district, including pride in its appearance. More specifically, the Facilities Manager/Transportation will carry out these duties with pride, a sense of humor and an ability to work well with others.

- Supervises and evaluates the activities of skilled, semi-skilled and unskilled personnel engaged in maintaining and repairing the utility and physical structures of district facilities; school buses; vehicles; district equipment; and grounds.
- Acts as liaison to the Arizona State Facilities Board, responsible implementation of Preventative Maintenance Program and preparation of all reports to the School Facilities Division of the Arizona General Accounting Office.
- Acts as a District representative to the Arizona School Risk Retention Trust; assists with the management of underwriting, claims, loss prevention and other programs for the District.
- Possess the ability to handle multiple projects and informed decisions.
- Responsible for a variety of facility maintenance duties throughout the school including overseeing security procedures to assure a reasonable level of high security in occupied buildings.
- Work with staff to assure safe and easy off-hours accessibility into the school.
- Application of many technical guidelines and skills associated with facilities and fleet maintenance.
- Exercises discretionary judgment and analysis within a variety of situations.
- Maintains confidentiality as appropriate to the school environment; FERPA/HIPPA

PERFORMANCE RESPONSIBILITIES:

- Assigns, supervises and assists (when necessary) personnel engaged in maintaining and repairing building utility systems, such as electric wiring and control, heating, ventilating, and plumbing; and personnel maintaining student and staff transportation; or other district equipment.
- Delegates responsibilities to department personnel, as appropriate.
- Coordinates and executes appropriate emergency drills (i.e.: fire, evacuation, bus) as mandated, throughout the year.
- Develop and implement maintenance programs for both departments: includes preventive maintenance, groundskeeping, security, custodial, and deep cleaning schedules.
- Maintains warehouse/storage facilities and workshops in an organized, clean, and safe manner.
- Conduct regular inspections of buildings, grounds, and buses to ensure cleanliness, safety, and security standards; recommends necessary improvements.
- Monitors departmental spending in cooperation with the Business Office.
- Provides input information for the budgetary process related to facilities and transportation operations.
- Maintains cellular service for district staff and push to talk service for mobile vehicles and buses.
- Maintains two-way radios; service and licensing for district staff.
- Determines need, selects and purchases supplies, materials, equipment, and services needed for the safe, efficient operation of District facilities and transportation.
- Prepares bid specifications as appropriate for individual projects/purchases.
- Meets with vendors, contractors and sales agents to place orders and discuss new product information relevant to efficient facilities and transportation operations.
- Insures departmental employees are provided needed training for their particular position.
- Schedules and leads departmental meetings to address training, morale, and operational issues.
- Informs staff of changes in technology, laws, codes, or regulations with regard to general facility maintenance and operations, and student transportation.
- Establishes and maintains an effective communication and working relationship with school administration, district departments, contractors, vendors, and regulatory agencies.
- Coordinate the paid-time-off (PTO) schedules for departmental employees.
- Annual evaluation of facilities and transportation employees.
- Recommendation as to the hiring, firing, advancement, promotion or any other change in status of employees under his/her supervision.
- Participate in professional development activities to stay up to date on current policies, procedures, and equipment needs for facilities and transportation.
- Performs other duties relevant to job functions as assigned by the Administrator.

FACILITIES Specific:

- Opens or causes building to be opened and ready for students each morning.
- Receives, authorizes, prioritizes and delegates work requests.
- Identifies and expedites emergency repairs of facilities.
- Inspects the condition of school buildings to determine needed repairs and maintenance.
- Coordinates the maintaining and repairing of the District's special systems; security and fire detection;
- Assists Systems Specialist with phone, intercom, or internal systems wiring projects, etc.
- Responsible for scheduling of all school facilities and property used by the public under Arizona Risk Retention Trust and Governing Board Policy Facility Use Agreements.
- Consults with outside authorities and agencies regarding facility maintenance and environmental issues including Asbestos Hazard Response ACT (AHERA)
- Oversees the operation of security procedures for staff and public during normal school and off hours of operation. Provides acceptable levels of security appropriate to building / grounds use.

- Evaluates project ideas and/or blueprints and cost estimates to make implementation decisions.
- Supervises and inspects the work of outside contractors for adherence to plans and specifications.

TRANSPORTATION Specific:

- In cooperation with transportation staff, advise and/or cause to be scheduled bus drivers, mechanics, and bus monitors in relation to routes, substitute drivers, field trips, sporting events, staff travel, and maintenance and cleaning duties.
- Insure that all buses, staff vehicles and motorized equipment are safe for use.
- Arrange for safety inspections as required by State and Federal guidelines.
- Recommend bus routes for safe efficient transportation to and from school.
- Insure roads are safe for bus travel during inclement weather and advise the District Administrator of such to facilitate a decision on school closure.
- Assist with the preparation of ADE Transportation, bus inventory, and other State reports as required.
- Oversee training and certification renewal of all drivers, maintaining appropriate records.
- Maintain student bus discipline and report to District Administrator.
- Provide that a review of bus driver inspection reports is completed daily.
- Provide Business Office with verification of contractor mileage.

REQUIRED KNOWLEDGE AND SKILLS:

- Skill in interpersonal relations, assigning and evaluating the work of others, supervising personnel with technical professions, disciplining employees, coordinating and scheduling the activities of diverse technical personnel, ability to screen and select desirable new employees.
- Skill in analyzing problems and arriving at a reasonable and economical solution.
- Skill in estimating the cost and amount of materials needed for repair and maintenance of building structures and mechanical or vehicular equipment.
- Skill in preparing budgets and knowledge of District budgetary/accounting policies and procedures.
- Thorough knowledge of acceptable maintenance and repair in all phases of building maintenance, including the materials, methods and equipment used in maintenance of school plants and buildings.
- Working knowledge of HVAC, electrical, plumbing and other related codes and regulations as required by law and pertaining to schools.
- Working knowledge of vehicle and equipment maintenance.
- Knowledge of preventive maintenance procedures, scheduling and follow-up.
- Skill in reading and communicating the meaning of blueprints, wiring diagrams, engineering specifications, etc.
- Ability to communicate with professional technical personnel in regards to specifications for facilities or transportation.
- Ability to provide assistance to District administrative staff in matters pertaining to facilities and transportation.

PHYSICAL REQUIREMENTS:

- Strength: Heavy Work – Pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.
- Frequent bending, squatting, standing, reaching, lifting, sitting, walking, stooping, kneeling, and lifting.
- Tasks require oral communications ability; visual perception; and extended periods of typing or writing and viewing a computer display.

ENVIRONMENTAL REQUIREMENTS:

- Typically works both indoors and outdoors which may be in conditions of noise, dirt and dust, odors and fumes and exposed to extreme cold or heat.
- May be required to wear rain gear, eye, ear and face protection, respirators and back support.
- All District buildings/grounds/vehicles are tobacco free.

TERMS OF EMPLOYMENT: 12 months

Employee benefits in accordance with district policies.

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of classified personnel.

CLASSIFICATION: Classified Staff

Revised: March 2025



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FLSA: Exempt

I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____