

## TRANSPORTATION, OPERATIONS AND MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves supervision and management of transportation services, public buildings and surrounding grounds relative to maintenance as well as safe, efficient and effective operations. Responsibilities include coordinating daily operations of transportation services, maintenance and repair, identification and correction of deficiencies, risks and/or liabilities, and ensuring compliance with applicable state, local and federal standards and specifications. Additionally, incumbent is involved with management of contractual work for ongoing transportation services, maintenance or special repair and/or improvement/construction projects. Work is performed under general supervision of the Assistant Superintendent, with leeway for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over subordinate staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees safe and efficient transportation services, operations, repairs, maintenance, construction, schedules, planning and implementation of security activities etc. relative to school district buildings, facilities and/or grounds;

Reviews and oversees implementation of policies and operational priorities as they relate to transportation services, facilities operation and maintenance.

Supervises transportation services and staff, including but not limited to supervising and overseeing bus routes, transportation map preparation, records maintenance including logs, and special transportation arrangements;

Works with the Athletic Director, community groups and municipal agencies to schedule all events that request use of school facilities;

Supervises maintenance cleaning and repairs of electrical systems, plumbing systems, heating, ventilating and air conditioning systems, painting, furniture and fixtures, files/records storage, etc.

Supervises grounds work and landscaping, including snow and ice removal;

Investigates and resolves problems in facilities and grounds, implements procedures to correct problems or deficiencies, and, when necessary, arranges for assistance by trained personnel and/or service providers;

Oversees construction, equipment installations, renovation and redesign projects, repairs, etc. and maintains records relative to such work;

Prepares preliminary plans, specifications and cost estimates of repair, alteration, or other capital projects, including preparation of bid packages and Requests For Professional Services;

Presents plans, specifications and cost estimates to the School Board, or appropriate body;

Meet with school departments and administrators, engineers, architects or other professionals regarding services, operations, and/or projects relative to facilities and/or grounds as necessary;

Assists in preparation of Transportation, Operations, and Maintenance budgets and state reports, and ensures proper expenditures within appropriate budget lines;

Maintains inventory records, and performs and/or supervises ordering and storage of office, cleaning, and maintenance materials, supplies, parts and tools;

Participates in selection, training and evaluation of subordinate staff;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately*

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*assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of construction, maintenance and repair of facilities and structures; good knowledge of building maintenance trades; working knowledge of the principles and practices of transportation services, facilities management and operation activities; working knowledge of construction drafting, blueprints and specifications; ability to understand and remedy defects in maintenance and operating procedures; ability to oversee multiple ongoing projects; ability to review construction, repair or renovation work estimates, and to manage work within budgetary limitations; ability to plan and direct the work of others; ability to express ideas clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships; mature and professional judgment; initiative and resourcefulness; integrity; tact and courtesy.

MINIMUM QUALIFICATIONS:

- a) Associates degree or higher in facilities management, engineering, engineering technology, building construction technology or a related field and two (2) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, one (1) year of which shall have been in a supervisory capacity; or
- b) Graduation from high school or possession of a comparable diploma and four (4) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, one (1) year of which shall have been in a supervisory capacity; or
- c) Six (6) years of experience in either general building construction or maintenance work in one or more of the standard trades, such as carpentry, plumbing, or electrical, one (1) year of which shall have been in a supervisory capacity; or
- d) An equivalent combination of training and experience as indicated in a), b) and c) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SUBSTITUTION NOTE: Post-secondary level education may be substituted for one (1) year of the required experience indicated above on the basis of thirty (30) college credits per year of experience.

SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS:

1. In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.
2. In accordance with the requirements of civil service law §17 as amended by Chapter 403 of the Laws of 2011, when used in a school district, the Transportation, Operations, Maintenance Supervisor job classification has been deemed equivalent to New York State Director of Facilities I. A New York State Director of Facilities I eligible list must be certified to fill any vacancy in this job classification. Residency preference is prohibited by the above-referenced legislation from being used when certifying an eligible list for Director of Facilities I.