

## SUPERVISOR OF SCHOOL MAINTENANCE AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory as well as a hands on position involving responsibility for the efficient operation of all physical facilities and transportation for the district. Work is performed under general supervision of school administrators or the School Superintendent, allowing considerable leeway for the exercise of independent judgment in planning and initiating the work. Direction is given to cleaning, maintenance, bus driving, bus maintenance, and other staff. Performs related work as required.

### TYPICAL WORK ACTIVITIES:

Supervises and makes repairs to heating, ventilating, sanitation, plumbing, electrical equipment, floors, walls, ceilings, alarm systems, etc.;

Supervises the care and maintenance of lawns, walks, parking areas, drives, athletic fields, trees, shrubs, etc.;

Supervises snow and ice removal from school drives, walks, and parking areas;

Assigns employees to various stations and tasks and sets up schedules of work;

Inspects and otherwise exercises control over repair and alteration of work performed by outside contractors;

Plans and schedules alterations and repairs to be carried out during schools vacation periods;

Keeps records and makes oral and written reports of departmental activities, including evaluation of personnel;

Orders materials and supplies;

Participates in the selection, training and development of subordinate maintenance and transportation staff;

Gathers data and information for the Business Office's use in preparing General Services and Transportation budgets and state reports;

Accountable for proper expenditures within the transportation operations and maintenance budgets;

Prepares bus routes and maps thereof, as well as maintains a daily log of all bus trips;

Insures compliance with all laws and regulations pertaining to school buildings and buses;

Arranges for all special bus trips, including those for Athletics and class trips;

Helps in other duties when needed;

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 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 KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of building and grounds operation and maintenance practices; knowledge of general maintenance required

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for school transportation equipment; good knowledge of steam boiler equipment, tools, terminology and practices of one or more of the mechanical and construction trades; ability to plan and supervise the work of others; ability establish and maintain effective working relationships; good judgment; dependability; initiative.

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 Supervisor of School Maintenance and Transportation 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.