

Lodge Grass Elementary and High School District Lodge Grass, Montana

Facility and Transportation Manager Position Description

TITLE: **Facility and Transportation Manager**

QUALIFICATIONS Familiarity with school facility management, pupil transportation systems, and fleet management.

1. Data processing skills with excel and word processing skills required.
2. Emphasis in facility planning and project implementation.
3. Emphasis in pupil transportation including safety programs, scheduling and vehicle maintenance.
4. Emphasis in District vehicle maintenance, scheduling and fleet management.
5. Serves as the School Safety Coordinator
6. Familiarity with Federal and State construction rules and regulations.
7. Familiarity with pupil transportation reporting to the State Office of Public Instructions
8. Such other qualifications as specified by the Board of Trustees.

REPORTS TO Superintendent & Board of Trustees

JOB GOAL The Facilities and Transportation Manager is responsible to the Superintendent for directing and coordinating district-wide facility management projects and transportation systems including yellow buses, activity buses, district vehicles (fleet management). Directing and coordinating facility and transportation service activities including administrative data processing functions, and use and facilities and vehicles; and for the performance of related administrative responsibilities incident to the above. The Facilities and Transportation Manager functions as a primary resource person in the areas of school facilities and transportation responsible for the activities required by law and directed by the Superintendent and the Board of Trustees.

PERFORMANCE RESPONSIBILITIES & DUTIES: ADMINISTRATIVE

- Accounts to the Superintendent for compliance with all policies adopted by the Board, and all pertinent rules, regulations and laws; and suggests to the Superintendent new policies that may be needed.
- Manages the facilities of the school district. This includes, project management, identification of needed services, regular maintenance of facilities and day to day facility issues that may arise. The facility manager will oversee the new HVAC system for the District.

- Communicates requests or problems requiring Board of Trustees action to the Superintendent on behalf of Facilities and business services.
- Collaborates with administrative and instructional officers in planning, coordinating and implementing systems of operations.
- Interprets district policies and practices as they relate to the business and financial services in the schools to other administrative departments.
- Serves as a member of the Superintendent's administrative team.
- Collaborates with administrative and instructional officers in long-range planning for facilities.
- Assumes responsibility for any and all other duties assigned by the Superintendent and the /Board of Trustees

FACILITY MANAGEMENT

- Directs and supervises all operational procedures for all school district buildings including life safety, fire safety, egress and regress systems.
- Properly records and communicates facility needs, reports trends or relationships he/she feels are significant to the Superintendent. Contacts any individual involved in budgetary, financial., or property accounting activities as necessary to insure proper management.
- Implements and monitors construction projects approved by the Board of Trustees.
- Prepares an annual report in February of each year of facility needs, repairs and updates for all school buildings
- Prepares monthly and annual reports on the status of school facilities for the Superintendent and Board of Trustees.
- Supervises the Maintenance staff and all maintenance projects of the District.
- Receives all written requests for facility updates, improvements and repairs and prepares them for submission to the Superintendent for approval.
- Coordinates with the Business Manager all insurance programs of the District, including property, fire, extended coverage, contents, general liability, and vehicles
- Reviews federal, state, or local code for projects that involve oversight from regulatory agencies.
- Reviews all proposed bids and quotes for the Board of Trustees with the identification of the appropriation of funds.
- Recommends approval for contracted service agreements and other contracts entered into by the school district.
- Provide at a minimum one tour per academic year of all facilities to the Board of Trustees.
- Determines and distributes an approved designated contractor list to the Board of Trustees.

TRANSPORTATION MANAGEMENT

- Prepares recommendations for the purchase of District vehicles, school yellow buses, vans, and activity buses and submits these to the Superintendent.
- Schedules and oversees the fleet maintenance program for the District. This includes regular service, inspections, updates, facilitating repairs, transportation vehicles to repair centers.
- Prepares all required reports for the Office of Public Instruction, Routes, Bus Driver Certification, route reimbursements, etc..
- Maintains a current and accurate system for ridership on all school buses and activity buses. This includes providing lists of student names riding the bus.
- Maintains the inventory records and usage of fuel for the District. This includes the oversight of the WEX fleet management gas card system. This includes District vehicles, mowers, tractors, buses, etc.
- Develops recommendations for long-range transportation and fleet management planning.
- Obtain and maintain a bus driver certificate that includes all required elements to drive vehicles for the District. District will pay 100% of the cost to obtain all elements. CDL, physical, first aid certificate.

TERMS OF EMPLOYMENT: Twelve month year. Salary and benefits to be established by the Board. Minimum salary \$62,400 and maximum salary \$71,400

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**DATE
ADOPTED:**

**DATE
REVISED:**