

GORHAM SCHOOL DEPARTMENT

TITLE: Director of Facilities and Transportation

QUALIFICATIONS:

1. College degree or related experience
2. Successful experience in Construction/Property Management and the transportation field
3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL: To maintain the physical school plant in a condition of operating excellence, cleanliness and safety, so that full educational use of it may be made at all times and enable each student, through safe and efficient transportation, to take full advantage of the complete range of activities offered by the District.

RESPONSIBILITIES:

1. Establishes and administers schedules and procedures for the regular, ongoing custodial and maintenance care of all schools in the district.
2. Examines school buildings on a regular basis for needed repairs and maintenance, documents needs and sets capital plan budget priorities
3. Establishes and recommends priorities on repair projects and writes contracts.
4. Establishes an on-going five year capitol plan.
5. Estimates cost of repair projects in terms of labor and materials.
6. Assigns and supervises crews for maintenance work, including snow removal.
7. Orders materials, equipment and custodial supplies as needed.
8. Consults with building principals regarding the establishment of regular preventive maintenance programs and assists with Risk Management programs.
9. Advises on the hiring of contractors, architects and engineers and assigns work orders, checks drawings/plans, works with architects/engineers on plans.
10. Has primary responsibility for developing and maintaining the district's emergency management plan.
11. Has thorough knowledge of operation and maintenance of all the district's heating and cooling systems.
12. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.

13. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extracurricular activities.
14. Prepares bus routes and schedules for all schools in the district.
15. Takes an active role in solving discipline problems occurring on school buses and acts as liaison with parents for complaints and special requests.
16. Develops recommendations for future transportation needs based on an annual review.
17. Maintains all district-owned equipment and develops plans for preventive maintenance, including scheduled replacement of busses.
18. Complies with all state laws and regulations, submits all reports and maintains records as required by the state.
19. Recruits, trains and supervises all facilities management and transportation personnel.
20. Prepares and administers the transportation and facilities management budgets, including district energy needs.
21. Performs such other duties as may be assigned.

WORK YEAR: Twelve-month year. Salary and benefits to be established by the School Committee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012