

# HELP WANTED

## **Facilities/Transportation Manager (Year-Round Position)**

This position requires minimum High School Diploma or equivalent, CDL with passenger endorsement, three years related experience and/or training; or equivalent combination of education and experience. Successful candidate must have ability to successfully complete National criminal background check, and obtain a valid AZ Fingerprint Clearance Card.

Responsible for the School's transportation, vehicle and records maintenance, property maintenance, security, and physical condition of the school campus. Directs activities of bus drivers and workers engaged in operating and maintaining school facilities, equipment in buildings, and cafeteria.

- Supervises the bus drivers, maintenance, grounds and cleaning staff. These duties include coordination of staff's: professional growth, accountability, scheduling and teamwork.
- Plans, schedules and oversees routine preventative maintenance tasks for facilities and transportation.
- Coordinates contractors and vendors supplying construction, maintenance, grounds and cleaning services.
- Inspects school facilities for the purpose of ensuring that the facilities are suitable for safe operations, and maintained in an attractive and clean condition.
- Coordinates and/or lead staff training to improve work quality, ensure safety, or ensure compliance with state, federal and tribal regulations.
- Coordinates appropriate facilities set-up, arrangement and technical equipment for a variety of activities (special events, guest speakers, pep rallies, athletic events).
- Coordinates with security alarm companies, environmental health inspectors, fire inspectors.
- Maintains all GRIC environmental health and safety documents.
- Maintains Asbestos Management Plan and annual GRIC OSHA inspection, and environmental health inspections.

**Salary DOE \$46,719-\$51,508**

**To apply\*:** Complete application on [www.BWCS.K12.AZ.US](http://www.BWCS.K12.AZ.US) and mail with resume to:

**Peggy Huff**  
**Blackwater Community School**  
**3652 E. Blackwater School Rd.**  
**Coolidge, AZ 85128**

**OR**

**E-mail to: [Peggy.Huff@bwcs.k12.az.us](mailto:Peggy.Huff@bwcs.k12.az.us)**  
**FAX: 1-800-507-5310**

\*Any applicant selected for interview will be asked to complete an assessment prior to the interview.

**Posted: 10/16/2017**

**Posting close date: 10/31/2017**

# Blackwater Community School

## Job Description

**Job Title:** Facilities/Transportation Manager

**Department:** Facilities

**Reports To:** Principal

**FLSA Status:** Exempt

**Prepared By:** Peggy Huff

**Prepared Date:** October 10, 2017

**Approved By:** Jagdish Sharma

**BOT Approved Date:** October 12, 2017

**Summary:** Responsible for the School's transportation, vehicle and records maintenance, property maintenance, security, and physical condition of the school campus. Directs activities of bus drivers and workers engaged in operating and maintaining school facilities, equipment in buildings, and cafeteria.

### **Certificates, Licenses, Registrations**

Valid Arizona CDL Passenger License

Valid Arizona DPS Fingerprint Clearance Card

Ability to Pass National Criminal Background Screen

### **Education and/or Experience**

Minimum High School Diploma or equivalent and three years related experience and/or training; or equivalent combination of education and experience.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Supervises the bus drivers, maintenance, grounds and cleaning staff. These duties include coordination of staff's: professional growth, accountability, scheduling and teamwork.
- Plans, schedules and oversees routine preventative maintenance tasks for facilities and transportation.
- Coordinates contractors and vendors supplying construction, maintenance, grounds and cleaning services.
- Inspects school facilities for the purpose of ensuring that the facilities are suitable for safe operations, and maintained in an attractive and clean condition.
- Solicit and analyze proposals from contractors and sub-contractors to perform various repairs and special maintenance and/or construction.
- Estimates the time and materials costs of proposed projects for the purpose of informing on budgeting, planning and accountability of actual project costs.
- Coordinates and/or lead staff training to improve work quality, ensure safety, or ensure compliance with state, federal and tribal regulations.
- Coordinates appropriate facilities set-up, arrangement and technical equipment for a variety of activities (special events, guest speakers, pep rallies, athletic events).
- Tracks and communicates status of project requests to requestors and other interested parties to ensure timely feedback and accountability.
- Directs contracted projects to verify adherence to specifications.
- Directs recording of expenses and analyzes purchase and repair costs to control expenditures.
- Coordinates with security alarm companies, environmental health inspectors, fire inspectors.
- Maintains all GRIC environmental health and safety documents.
- Maintains Asbestos Management Plan and annual GRIC OSHA inspection, and environmental health inspections.

- Maintains required transportation health and safety documents.
- Drives school bus routes and field trips as needed.
- Coordinates emergency transportation needs of the students during the school day.
- Inspects transportation equipment and vehicles to determine need and extent of service, equipment required, and type and number of operation and maintenance personnel needed.
- Inspects automotive equipment, scheduling needed repair or service work.
- Procures state required certificates of title and arranges for registrations and state inspections.
- Arranges for insurance coverage on vehicles.
- Assigns trucks, vans and passenger cars for use and maintains list of staff authorized to use vehicles.
- Provides prompt attention to safety repairs/issues.
- Works with front office staff to ensure all busses have cleared for the day, including after school program busses.
- Secures school perimeter at the end of the day.
- Assists school administration in resolving any parental concerns regarding transportation and facilities.
- Submits all facilities and transportation related documents/reports to all appropriate authorities in a timely manner (including but not limited to BIA/BIE/State/GSA).

### **Supervisory Responsibilities**

Supervises Facilities/Transportation employees. Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Travel**

This position will occasionally travel in and out of state.

**Skills and Abilities:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to show respect and sensitivity for cultural differences, and promote a harassment-free environment.
- Ability to uphold organizational values by working ethically and with integrity.
- Active listening skills.
- Ability to identify and resolve problems in a timely manner, gather and analyze information skillfully, and use reason even when dealing with emotional topics.
- Ability to focus on solving conflict, not blaming; maintain confidentiality, and keep emotions under control.
- Ability to speak clearly and persuasively in positive or negative situations, listen and get clarification, and demonstrate group presentation skills.
- Ability to effectively present information and respond to questions from groups of managers, students, and the general public.
- Ability to write clearly and informatively, present numerical data effectively, read and interpret written information.

- Skill to understand business implications of decisions and aligns work with strategic goals.
- Ability to work within approved budget and conserves organizational resources.
- Ability to observe safety and security procedures, reports potentially unsafe conditions, use equipment and materials properly.
- Ability to uphold organizational values by working ethically and with integrity.
- Ability to handle all tasks objectively, consistently and within administrative policy.
- Ability to adapt to changes in the work environment and manage competing demands.
- Ability to prioritize tasks for timely completion.
- Ability to consistently be at work and on time.
- Ability to exhibit confidence in self and others, inspire and motivate others to perform well and effectively influences actions and opinions of others.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Knowledge of Internet software, E-mail software, Spreadsheet software and Word Processing software.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk up to 250 yards; sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms and smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; outside weather conditions and extreme heat. The employee is frequently exposed to extreme cold and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

I, \_\_\_\_\_, have reviewed this job description and confirm I am able to perform the essential duties of the position with or without reasonable accommodations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date