

SUPERINTENDENT OF BUILDINGS, GROUNDS, AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and supervisory position involving responsibility for the safe and efficient operation and maintenance of school transportation facilities involving a moderately large fleet of buses. Duties of the position also involve responsibility for management of heating, ventilation, air-conditioning, lighting, and maintenance of buildings and grounds. The work is performed under the general supervision of the School Business Administrator in accordance with Board of Education Guidelines allowing considerable leeway for the exercise of independent judgment in planning and carrying out most activities. Primary responsibility is toward the transportation portion of the position where the incumbent exercises direct control of school bus operations and related repair and maintenance activities. Buildings and grounds maintenance is also an important responsibility, but is shared to some degree with building principals. Supervision is exercised over a large number of transportation, building maintenance and grounds keeping personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in establishing school bus routes;
- Prepares and revises bus schedules;
- Provides for and oversees ongoing maintenance and repair of school district vehicles;
- Trains, tests and maintains records for School Bus Drivers;
- Consults with school personnel regarding extra curricular transportation needs and field trips;
- Insures proper preparation of State transportation reports and maps out bus routes;
- Enforces the maintenance of daily trip reports including mileage and number of pupils carried;
- Prepares a variety of periodic reports regarding operating costs;
- Prepares tentative budgets for personnel, supplies and materials;
- Directs and supervises assigned staff in the safe and efficient maintenance and operation of school system buildings and grounds;
- Develops and manages a preventative maintenance program for buildings, grounds and equipment;
- Confers daily with school administrators on maintenance, repair and operational needs in all program areas;
- Makes periodic inspections of buildings and grounds and issues directives based on findings;
- Insures that subordinate staff conforms to requirements of law and policies of the school system;
- Plans and supervises school system security activities;
- Provides for the identification and reporting of mechanical or structural deficiencies in all areas;
- Investigates complaints and orders appropriate action taken;
- Directs snow and ice control activities, tree and decorative planning and pruning, and lawn and athletic field maintenance;
- Maintains time records for payroll purposes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of school transportation methods and the operation of school buses; good knowledge of building maintenance and operation activities in a multiple structure system; thorough knowledge of the principles and practices of coordinating transportation, maintenance and custodial staff and materials; good knowledge of automotive maintenance and repair methods and terminology as applied to school transportation systems; good knowledge of building maintenance, trades and operations; good knowledge of New York State Motor Vehicle Law and applicable regulations of the Commissioner of Education; good knowledge of driving safety practices; ability to plan, organize, coordinate, train and supervise a large staff involved in transportation and buildings and grounds activities; ability to interpret and communicate oral and written directions; ability to prepare preliminary budget and cost estimates; ability to keep a variety of written records; ability to establish and maintain cordial business relationships with others; dependability; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

Graduation from high school AND three years of experience in the maintenance and repair of automotive equipment AND three years experience in large scale buildings and grounds maintenance activities, any two years of which shall have been in a supervisory capacity.

Special Requirements For Acceptance of Application:

Eligibility for an appropriate level New York State driver's license. Possession of license at time of appointment.

NOTE: If the position involves the operation of school buses, candidates must satisfy the requirements for School Bus Driver as set forth in the Rules and Regulations of the New York State Commissioner of Education. The employing jurisdiction may require the incumbent to certify as an examiner in accordance with Article 19-A of the Vehicle and Traffic Law.

Competitive Class