

WELLINGTON EXEMPTED VILLAGE SCHOOLS - JOB OPENINGS FOR 2018-2019 SCHOOL YEAR-

The following position is available for appointment. Applications for transfer or hire will be accepted in the Superintendent's Office until the position is filled. **Eligible persons possessing the required qualifications and wishing to be considered for the job should apply in writing to the Mr. Edward Weber, Superintendent, 305 Union Street, Wellington, Ohio 44090.** Please include: (1) your name, (2) present job or assignment, and (3) the title of the position.

JOB TITLE: Transportation & Facilities Manager

ASSIGNMENT: District-wide

JOB GOAL: To provide safe, efficient, clean, buildings to the students, staff and community. Ensure that all tasks performed by custodial, maintenance personnel are of high quality and meet professional standards. Promote safety practices and procedures consistent with OSHA/PERRA and Ohio Administrative Code. Provide for the safe, effective and efficient transportation of students. Ensure that all tasks performed by the transportation employees meet high professional standards and promote safety practices and procedures consistent with the Ohio Association of Pupil Transportation.

QUALIFICATIONS:

- Demonstrate competency with current technologies related to the field
- Familiar with preventive maintenance programs
- Demonstrates general knowledge of various mechanical systems used in school operations, such as HVAC, plumbing, electrical and various safety systems
- Able to operate a variety of machinery (manual and power) including scrubbers, burnishers, polishers, mowers, snow plowing, etc. at a competitive level of proficiency
- Experience in work site management and supervision of custodial work crews
- Experienced in training custodial personnel
- Valid CDL driver's license with bus passenger endorsement
- Pass BCI, pre-employment drug test, driver abstract, physical exam
- Knowledge of school bus traffic laws, safety and routing
- Experience in supervision of transportation employees
- Ability to organize and schedule the work of employees, including bus routes, special trips, etc.
- Ability to implement transportation and safety policies and regulations
- Strong time management skills, including managing deadlines and availability to work irregular hours and/or a non-traditional work schedule
- Good health and attendance record, physically able to do assigned work
- Ability to work as a team member
- Ability to communicate with students, parents and staff
- Strong written and oral communication skills
- Strong organizational and interpersonal skills
- Excellent leadership skills

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories.

WELLINGTON EXEMPTED VILLAGE SCHOOLS - JOB OPENINGS FOR 2018-2019 SCHOOL YEAR-

- High school diploma or equivalent required; associate or bachelor degree highly desirable
- Business Manager License desirable but not required.

PERFORMANCE RESPONSIBILITIES:

1. Supports the goals, objectives, and policies of the WEVSD and provides excellent customer service to students, staff, and community.
2. Responsible for the care, condition, appearance, repair, or replacement of all physical equipment, buildings, facilities, and grounds
3. Assist in the organization and development of on-going training programs for custodial and maintenance personnel. Programs should include, basic maintenance/grounds/building operations, chemical uses, machine operations, safety OSHA/PERRA Standards and human relations skills.
4. Conduct periodic inspections of the buildings, facilities and grounds to determine areas of need.
5. Work with district vendors to obtain fair pricing and quality materials for job needs.
6. In conjunction with personnel and administration, requisition adequate custodial supplies and equipment within the framework of an annual budget and maintain the inventory records.
7. Maintain a system of records for maintenance activities in compliance with health and safety regulations.
8. Annually establish all bus routes for which the school district is responsible.
9. Establish with administration accurate kindergarten numbers and routes.
10. Schedule all trips; field trips, athletic trips and extra curricular and non-routine.
11. Attend inspections by the Ohio State Highway Patrol.
12. Ensure drivers attend annual safety meetings.
13. Complete all State transportation reports including but not limited to; T1, T2, T11B, and accident reports.
14. Secure substitute drivers as needed.
15. Work with special education department to determine transportation needs.
16. Schedule regular bus maintenance with mechanic, obtain maintenance records and information need for state reporting.
17. Work with administration and drivers to ensure effective discipline on the buses.
18. Monitor bus radio in am and pm
19. Coordinate drug and alcohol testing
20. Secure driver abstracts annually.
21. Will express concern for and sensitivity to the needs of all staff and students regardless of their race, national origin, sex or disability.
22. Report regularly at Board of Education meetings.
23. Performs additional duties as assigned.

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories.

WELLINGTON EXEMPTED VILLAGE SCHOOLS - JOB OPENINGS FOR 2018-2019 SCHOOL YEAR-

TERMS: Negotiable - Multi-Year Contract / 260 Days per Year

SCHEDULE: To be determined by the Superintendent

SALARY: Range between \$40,000.00 - \$45,000.00

(July 2, 2018)

It is the policy of this District that no candidate for a position in this District shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non-disqualifying disability, height, or other protected categories.