

WYNANTSKILL UNION FREE SCHOOL DISTRICT ANTICIPATED JOB POSTING

Head of Buildings/Grounds/Transportation

Job Summary

The Head of Buildings, Grounds and Transportation will be responsible for –

- the care, cleanliness, maintenance and repair of the school buildings and related grounds
- the annual planning and operation of safe, timely, and efficient bus routes, and effective care and maintenance of buses.

Position reports to the Superintendent

12 Month Work Year

\$35.00/hr.

Qualifications

- High School Diploma. College or related technical/mechanical degree encouraged.
- Experience in the care and maintenance of buildings and grounds (school-based experiences are highly desired), and some experience in school transportation services and buses, or a strong willingness to learn.
- Knowledgeable in the areas of plumbing, heating, air conditioning, electrical maintenance, and general maintenance
- Must acquire CDL (Class B) or higher commercial license with passenger endorsement, plus over time other certifications such as 19-A and SBDI.

Key Responsibilities

- Directs and participates in the performance of custodial, maintenance, transportation activities with district personnel and service providers.
- Plans and implements routine maintenance standards and schedules.
- Collaborate regularly with the Superintendent to identify needs and resolve issues.
- Plan and implement routine maintenance standards and schedules.
- Assumes responsibility for general security and fire safety of the building.
- Available to fire and police departments on a 24-hour call basis when building alarms sound.
- Establishes and/or determines bus driver routes and bus stops for the purpose of increasing safety, decreasing costs, or better serving the students and/or the district.
- Coordinates activity, co-curricular and other special routes, and bus requests for the purpose of providing after-school and field trip buses to various activities.

- Investigates weather and road conditions for the purpose of assisting with decisions regarding school delays and/or closures to the administration.
- Prepares various documents, (e.g., cost estimates, budgets, ODE reports, time studies, productivity, evaluation reports, bus replacement schedules, etc.) for the purpose of providing necessary information to state/federal agencies and appropriate district personnel.
- Schedules and presents various programs and training on bus driving regulations, techniques, and student control procedures.
- Works effectively with vendors in obtaining quotations for the purpose of providing cost information, making purchases, and securing items.
- Drive a transportation route in situations where subs may not be obtained.
- Attend various meetings (e.g., trainings, hearings, risk management and safety) for the purpose of addressing liability concerns, providing, and receiving information.
- Participates in a program of continued professional development for the purpose of acquiring and maintaining the skills and information necessary for successful management of the department

Other Job Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Submit a letter of interest and resume to:

Heidi Hallock
Secretary to the Superintendent
Gardner Dickinson School
25 East Avenue
Troy, New York 12180

or electronically:
hhallock@wynantskillufsd.org