



Pickens County Schools

Job Descriptions

DIRECTOR OF MAINTENANCE & TRANSPORTATION

Title/Position: Director of Maintenance & Transportation

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days

Reports to: Chief Operations Officer

Qualifications:

1. Five years successful experience as a school level administrator or experience in this position. Educational Leadership certification preferred.
2. Ability to work effectively with all levels of employees
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Supervision of day-to-day operations of the Transportation Department.
- Supervision of day-to-day operations of the Maintenance Department.
- Lead safety initiatives for district by reviewing safety concerns, training staff, and recommending solutions to safety problems.
- Plan and implement M & O and Transportation annual plan and budget.
- Ensure adherence to necessary safety procedures.
- Handle all discipline that occurs on school bus routes.
- Manage all work orders that flow through Maintenance department.
- Assist in short- and long-term planning for support services by coordinating with district and school level personnel.
- Serve as liaison among transportation, district, and school administrators.
- Serve as liaison among maintenance, district, and school administrators.
- Assist in evaluating road conditions to determine if buses can safely operate.
- Participate in training programs to increase skills and proficiency related to assignments.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

FLSA Status: Exempt