

# NYE COUNTY SCHOOL DISTRICT – Human Resources Department

## Maintenance & Transportation Manager

---

**FLSA Status:** EXEMPT

**Classification:** Classified

**Terms of Employment:** 12 months a year, 8 hours per day, schedule to be determined

**JOB GOAL:** This position functions as the responsible line administrator for the Nye County School District Maintenance & Transportation Departments. To manage the resources required to provide adequate and efficient maintenance of buildings, grounds and equipment. This position is directly responsible to the Chief Operating Officer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCS D policies and administrative regulations.

1. Develop, recommend, interpret, and evaluate transportation policies, regulations, procedures, standards, and long-range goals.
2. Assist in the selection of staff, the planning and implementation of training programs, and the evaluation of work performance, safety, and professional growth.
3. Plan, organize, direct, and coordinate the dispatching, operation, inspection, maintenance, repair, and storage of school buses and other District vehicles.
4. Coordinate student transportation services with instructional programs.
5. Ensure that services, equipment, facilities, and procedures, including personnel management policies and procedures conform to applicable regulations and District policies.
6. Oversee a comprehensive program for vehicle maintenance; estimate vehicle needs, prepare cost estimates, and write vehicle specifications.
7. Direct, review, and participate in studies to analyze and evaluate needs and services; amount and type of equipment, supplies, and human resources; feasibility and cost effectiveness; and other aspects of management.
8. Develop and administer transportation budgets.
9. Comply with the State-approved Code of Ethics of the Education profession and uphold and enforce department/unit rules, administrative directives and regulations, Board policy and State and Federal regulations.
10. Develop, implement, and maintain Maintenance and Operations Department policies and procedures in compliance with District goals and instructional programs.
11. Prepare and administer the Maintenance and Operations Department budget for the maintenance of buildings, grounds, and equipment, custodial supplies and equipment, utilities systems, telecommunications, and central motor pool fleet.
12. Develop and administer programs of preventative maintenance repair of District buildings, grounds, and equipment.
13. Manage the processes and personnel required to continuously inspect and survey buildings to monitor structural, electrical and mechanical integrity of the buildings, identify potential failures, and initiate remedial action where necessary.
14. Establish design criteria for new, remodel and retrofit construction projects.
15. Review and evaluate designs of proposed landscaping, structural, electrical, mechanical projects, and remodeling projects for compliance with safety standards and reasonable maintenance costs.
16. Plan, implement and evaluate Maintenance Operations Department organizational plans to provide maximum coverage of service needs with available manpower.
17. Supervise and evaluate assigned staff.
18. Plan, implement and coordinate training programs for department personnel as required.
19. Receive and respond to inquiries, complaints, etc., and receive personnel issues beyond the scope of responsibilities for Department supervisory staff.
20. Advise and provide technical support for Department personnel.

21. Evaluate work requests that require structural, mechanical or electrical modifications to a facility and make recommendations to appropriate personnel.
22. Prepare construction contract documents for work to be completed on facilities.
23. Review, analyze and recommend appropriate application of State purchasing laws, State construction codes, utility rate structures, fire, health and safety requirements of various regulating agencies and monitor for compliance within assigned area of responsibility.
24. Review bid specification for Maintenance and Operations Department service-related contracts and equipment.
25. Work with community groups (PTA, Parent Advisory Groups, etc.) to coordinate joint activities.
26. Serve as liaison between the District and towns, county and State agencies as required.
27. Safeguard the confidentiality of privileged information.
28. Prepare and maintain accurate and complete records and reports as required by law, State directives, District policy and administrative regulations.
29. Share the responsibility for the supervision of the inventory, care, and proper and safe use of District facilities, equipment and supplies.
30. Work cooperatively with and maintain professional relationships with District employees and others.
31. Maintain professional competence through in-service education activities and/or self-selected professional growth activities.
32. Attend, schedule, and/or conduct staff meetings and participate on committees within area of responsibility.
33. Develop, implement and evaluate the District's Occupational Safety and Health program.
34. Perform other duties related to the position, as assigned.

## **POSITION EXPECTATIONS**

### **Knowledge, Skills and Abilities:**

1. Knowledge of current and appropriate instructional/training methods/techniques for training bus drivers and bus aides.
2. Knowledge of current standards for bus drivers and bus aides.
3. Knowledge of basic records keeping.
4. Knowledge of structural systems and maintenance of buildings, grounds and equipment.
5. Knowledge of cost estimation, bid preparation, and State of Nevada purchasing procedures.
6. Knowledge of construction techniques, materials, and building code requirements.
7. Ability to communicate clearly, both orally and in writing.
8. Possess personal characteristics, including but not limited to, poise, perspective, and integrity.
9. Ability to utilize and promote the use of participatory management techniques.
10. Ability to work cooperatively with students, parents, school and administrative personnel, and representatives of community organizations or agencies.
11. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
12. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
13. Recognizes and reports hazards, and conforms to safety standards as prescribed.
14. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
15. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

## **POSITION REQUIREMENTS**

### **Education, Training, and Experience:**

1. Bachelor's Degree, or minimum five (5) years' experience
2. Five (5) years' experience, including management responsibilities in either general (structural, heavy) or specialized (electrical, plumbing) construction field
3. Possess a current medical examiners certificate
4. Possess a State of Nevada Department of Education Bus Driver Certification
5. One year experience as a State of Nevada DMV Third Party Certifier
6. Licenses and certificates must be maintained for the duration of assignment

**Licenses and Certifications:**

1. Valid CDL class A or B with a Passenger and School Bus Endorsement

**Screening and Compliance:**

1. Ability to pass State and Federal criminal background check
2. Ability to travel throughout the District as needed
3. Compliance with NCS D Drug and Alcohol Testing Policy

**WORK ENVIRONMENT:**

**Strength:** Sedentary/minimal; medium-Exertion of force to 50 lbs., Occasionally, 10-25 lbs., frequently, up to 10 lbs., Constantly or a negligible amount of force to lift, carries, pull or push or move objects.

**Physical Demands:** Frequent reaching, stooping, kneeling, bending, handling, fingering, talking and hearing. Mobility to work in a typical shop, garage, yard setting and use standard office and two-way radio equipment. Also requires mobility to work in a typical office setting and use standard office equipment stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, over the telephone and via a two-way radio.

**Vision:** Frequent near acuity to read printed materials, instructions, VDT screens and/or other monitoring devices.

**Environmental Conditions:** Climate controlled shop/garage/office setting with temperatures ranging from mild to moderate cold/heat. Uncontrolled outside yard setting with temperatures ranging from mild to extreme cold/heat. Exposure to noise level ranging from moderate to loud, and from occasional to frequent periods.

**Hazards:** Frequent exposure to fumes of vehicles, exhausts, solvents, cleaners, gasoline, battery acid, sealers, etc. Furniture, office/mechanic shop equipment, moving vehicles, heavy equipment, chemicals (as related to specific assignment), and power/hand held tools and machinery (as related to specific assignment).

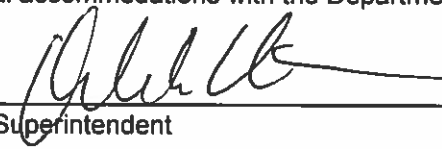
**Working Conditions:** Desk, computers and supplies as needed. Various computers, printers, televisions, VRCs, telephones, calculators, copy machines, fax machines, filing cabinet, two way radios and other office equipment as necessary to carry out the functions of the position description.

**Equal Opportunity Employer**

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

**Americans with Disabilities Act**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by:  \_\_\_\_\_  
Superintendent

2/26/18  
Date

**Acknowledgment**

I have read and understand the requirements of my job.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator/Human Resources Name: \_\_\_\_\_

Administrator/Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_