

SUPERVISOR OF PHYSICAL FACILITIES AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent of this position functions in an administrative and supervisory position under the general supervision of a school administrator. The position is primarily operational in nature and is intended to provide assistance in the management and implementation of a number of functions which, depending upon agency assignment, may include supervision of the daily operations of physical facilities, grounds, and transportation. Supervision is exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Prepares time schedules for buses and approves changes in personnel;
2. Determines routes, route lengths, bus stops, and advertises for bids on contract services;
3. Assigns drivers to various routes and duties;
4. Acts as intermediary between students, parents, bus drivers and contract operator and school officials;
5. Prepares required state reports and maps of bus routes;
6. Keeps records of mileage, number of pupils carried, and number of stops made on each route;
7. Completes periodic reports reflecting bus operation costs based upon expenditures for gasoline, oil, grease, anti-freeze, parts, labor and other recurring expenses including State Education Forms ST3, SA100, and SA19;
8. Approves and facilitates all special bus trips including those for athletic teams;
9. Plans and implements training of bus drivers;
10. Maintains accident report files;
11. Makes estimates of repair costs and prepares requisitions for materials;
12. Prepares and assists in the preparation and development of transportation, maintenance, and operation budgets and subsequent justification;
13. Responsible for the general supervision of repairs of motor equipment;
14. Investigates accidents and reports of motor vehicle law violations by transportation personnel;
15. Maintains payroll records;
16. Coordinates, supervises and may participate with assigned staff in the safe and efficient maintenance, repair and operation of school district buildings and grounds;
17. Develops, schedules and manages a preventive maintenance program designed to maintain buildings and grounds in safe and proper operating condition;
18. Conducts periodic inspections of buildings and grounds to assure safe and proper operating conditions and to identify the need for maintenance, repair or alterations;
19. Prepares preliminary plans, specifications and cost estimates on repair or alteration projects;
20. Directs snow removal and ice control activities;
21. Participates in the selection, training, and development of subordinate staff;
22. Confers with school administrators on maintenance, repair and operational needs;
23. Schedules assigned staff to assure coverage of regular and special school activities;
24. Prepares requisitions for purchases and accounts for maintenance and repair supplies, parts and equipment;
25. Provides general supervision to the Facilities and Operations Department, including maintenance planning, staff training and personnel evaluation;
26. Oversees compliance and develops training programs in safety and insures compliance with OSHA and NYS/ DOT regulations and requirements;
27. Implements health and safety mandates for the district including asbestos removal;
28. Conducts periodic inspections of maintenance projects and facilities;

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TYPICAL WORK ACTIVITIES (Cont'd):

29. Assists with the implementation and management of the self-insured Worker's Compensation program;
30. Assists in requisitioning for maintenance and operations and/or assists in coordinating cooperative purchasing program with component school districts;
31. Assists with the preparation of presentations, reports, records and specifications and interprets pending local, state and federal mandates;
32. Supervises all aspects of the personnel functions of the transportation and maintenance departments;
33. Oversees building cleaning and grounds operations;
34. Oversees a courier service;
35. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of building construction principles and practices as they relate to the maintenance, operation and repair of structures; thorough knowledge of school district transportation methods and operations; good knowledge of the safe operation, maintenance and repair of heating, ventilation and other utility-type facilities; good knowledge of institutional grounds maintenance and repair; good knowledge of standard automotive repair methods, terminology, and tools; working knowledge of transportation, health and safety laws, policies and regulations applicable to school districts; working knowledge of modern management and administration principles and practices; ability to prepare budget and project cost estimates; ability to carry out detailed oral and written instructions; ability to communicate both orally and in writing; ability to utilize electronic data processing equipment in the performance of job duties; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with others; mechanical aptitude; initiative; resourcefulness; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) A Master's degree in Civil Engineering, Business Administration, or a related field from a regionally accredited or New York State registered college or university and two (2) years of business management, facilities management, transportation management or experience in a related field;
- OR: (B) A Bachelor's degree in Civil Engineering, Business Administration, or a business related field from a regionally accredited or New York State registered college or university and three (3) years of business management, facilities management, transportation management or experience in a related field;
- OR: (C) An Associate's degree in Civil Engineering, Business Administration, or a business related field from a regionally accredited or New York State registered college or university and five (5) years of business management, facilities management, transportation management or experience in a related field;
- OR: (D) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of the experience in (A), (B), and (C) above;
- OR: (E) An equivalent combination of the training and experience in (A), (B), (C), and (D) above.

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MINIMUM QUALIFICATIONS (Cont'd):

NOTE: Additional supervisory work experience as described in (A), (B), and (C) above may be substituted on a year-for-year basis in lieu of a high school diploma up to a maximum of two (2) years.

SPECIAL REQUIREMENT:

An appointing authority may require a valid asbestos license at time of appointment or ability to secure Handler, Supervisor, Inspector Class Licenses.

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ADOPTED: 11/01/94

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