



POSITION DESCRIPTION

Title: Maintenance, Operations, and Transportation Manager

Department: Maintenance and Operations

FLSA Classification: Exempt

Bargaining Unit: None

Work Year: 12 Month

**Reports to: Executive Director of Facilities,
Maintenance, and Operations**

Board Approval Date: 1/28/2026

Salary Grade: Scheduled Management Range 5

Primary Function:

The Maintenance, Operations, and Transportation Manager is responsible for planning, organizing, and directing a comprehensive program of maintenance, repair, and custodial services to ensure that all district facilities, grounds, and equipment are maintained in a safe, clean, and healthy condition for students, staff, and the community. This role oversees department personnel, manages the budget, and ensures compliance with all local, state, and federal regulations.

Essential Job Functions include, but are not limited to the following:

Staff management

- Supervise, evaluate, and train all maintenance, custodial, and groundskeeping staff.
- Manage employee recruitment, hiring, performance evaluation, and disciplinary actions.
- Develop and implement work schedules and assignments for all maintenance and custodial crews.
- Ensure all staff adhere to district policies, safety standards, and performance expectations.

Facility management

- Develop and oversee a comprehensive preventative maintenance program for all district facilities and equipment.
- Conduct regular inspections of school buildings, grounds, and other district properties to identify needed repairs and ensure compliance with health and safety standards.
- Manage a work order system to prioritize, track, and complete maintenance and repair requests from district staff.
- Oversee the maintenance of all major building systems, including HVAC, electrical, and plumbing.

- Develop and manage emergency response plans for facility-related incidents.
- Manage the comprehensive landscaping and groundskeeping program for the district.

Project and contract administration

- Coordinate and oversee larger maintenance, renovation, and construction projects.
- Work with architects, contractors, and other vendors to ensure projects are completed on time and within budget.
- Solicit, evaluate, and negotiate bids and proposals for contracted repair work and facility projects.
- Monitor contractor performance to ensure adherence to project specifications and district standards.
- Acts as liaison between the District and the contract transportation provider.

Budgeting and finance

- Develop and manage the annual budget for the maintenance and operations department.
- Control and authorize department expenditures in accordance with established limitations.
- Monitor utility usage and recommend energy conservation projects to control costs.
- Manage procurement for all maintenance materials, supplies, and equipment.

Compliance and safety

- Ensure all facilities and maintenance practices comply with federal, state, and local health and safety regulations.
- Maintain accurate records and reports required by law and district policy.
- Implement and enforce the district's Injury and Illness Prevention Program (IIPP).
- Respond to after-hours alarms and facility-related emergencies.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's degree in facilities management, business administration, engineering, or a related field; or equivalent combination of education and experience.
- Minimum of 3–5 years of progressively responsible experience in facility maintenance, including supervisory experience.
- Experience in the building trades (e.g., carpentry, plumbing, HVAC) is often preferred.

Knowledge and skills

- **Technical expertise:** Knowledge of building codes, safety regulations, and the methods, materials, and equipment used in custodial, grounds, and building maintenance.
- **Management skills:** Proven ability to supervise and evaluate staff, manage projects, and control a department budget.
- **Communication:** Excellent verbal and written communication skills to interact effectively with district administrators, staff, vendors, and the public.
- **Problem-solving:** Ability to analyze problems, prioritize needs, and implement effective solutions under pressure.
- **Computer proficiency:** Familiarity with electronic work order systems and standard office software.

Licenses and certifications

- Valid driver's license with a clean driving record.
- Relevant certifications in areas like facilities management, asbestos inspection, or HVAC may be required or preferred, depending on the district.

Working Conditions

- Work is performed in both an office environment and across various school sites.
- May be required to work both indoors and outdoors, and occasionally work in temperature extremes or inclement weather.
- Requires the ability to stand, walk, climb ladders, and lift or move heavy objects.
- Must be available to respond to emergency situations outside of normal work hours

Physical Abilities

- Inspect documents and other written materials with fine print.
- Communicate to exchange information in person, in small groups, and/or on the telephone.
- Move about the facilities to conduct work including, walking, standing, remaining seated, reaching with arms and hands, stooping, kneeling, crouching, climbing and remaining in a stationary position for long periods of time.
- Operate office equipment requiring repetitive hand movement and fine coordination.
- The ability to operate custodial equipment.
- The ability to lift up to 50 lbs.