
VACANCY LISTING

May 16, 2023

Greenfield Community Unit School District No. 10 is accepting applications for the following position:

Director of Maintenance and/or Transportation

Candidate must possess experience with mechanics/electrical/HVAC systems. Must also demonstrate abilities to work independently, prioritize tasks in a busy environment and recognize safety and security issues. This is a year round position with benefits.

To be considered for transportation, candidate must have, or be willing to obtain, a bus driver permit.

Candidates will be considered based upon certifications, qualifications, merit and ability, and relevant experience.

See Attached Job Description

Please submit letter of application, credentials and transcripts to the Greenfield District office or fax to (217) 368-2724

Deadline for applications: May 30, 2023

JOB DESCRIPTION

TITLE: Director of Transportation

QUALIFICATIONS: Qualified by education/experience to supervise transportation system and provide school bus maintenance. Must attain a bus drivers permit.

REPORTS TO: District Superintendent

JOB GOALS: Maintain the district's transportation fleet in such a state of operating excellence that they present no problems or interruptions to the transportation of students and coordinates all transportation routing, scheduling, and hiring.

PERFORMANCE RESPONSIBILITIES:

1. Clean and wash bus exterior. Maintain and repair all vehicles.
2. Comply with all federal/state regulations regarding buses. Establish schedule for the testing of buses.
3. Provide diagnostic and repair of district transportation vehicles and equipment.
4. Establish an efficient and effective system of routine transportation maintenance and preventive care.
5. Maintain a current inventory of supplies and equipment and maintain records of same.
6. Establish and supervise a system for the receipt and use of parts and supplies.
7. Promote high standards of safety and good housekeeping methods in all work-connected areas.
8. Furnish own hand tools. School shall furnish all other equipment.
9. Complete transportation department work orders, indicating repairs and cost. Submit monthly report to Superintendent.
10. Submit all reports required by state and local authorities including insurance reports.
11. Fill in for drivers when emergency situations arise. Be available for day runs between schools when needed.
12. Recommend regular, special education and kindergarten bus routes and route time schedules for the approval of the Superintendent.
13. Recruit, recommend, train and supervise bus drivers. Coordinate required testing programs.
14. Assign drivers to special field, athletic and other scheduled trips. Cooperate with school principals and others responsible for planning special school trips.
15. Advise Superintendent on road conditions for decision on school closing during inclement weather.
16. Adhere to provisions established by the state presented in the Illinois Department of Transportation.
17. Refrain from allowing the use of keys or admitting people into the school facilities except as directed by the Superintendent.
18. Follow the district budgeting and purchasing procedures and coordinate the planning of transportation equipment and supply needs.
19. Provide estimated pick-up times to parents of grade school students at registration times.
20. Perform evaluations on all bus drivers
21. Other responsibilities assigned.

September 20, 2010

JOB DESCRIPTION

TITLE: Director of Maintenance

QUALIFICATIONS: Ability to organize work schedules to complete the needs of the district. The Director of Maintenance should be efficient in performing electrical and HVAC services.

REPORTS TO: District Superintendent

JOB GOALS: Serve the users of the building and grounds by organizing and supervising the operational and maintenance activities of the custodial staff.

PERFORMANCE RESPONSIBILITIES:

1. Have on file an annual inventory of cleaning supplies and equipment. (To be taken after March 1st).
2. Requisition needed supplies and equipment for maintenance and operation by purchase order through the superintendent.
3. Organize and supervise custodians and added maintenance personnel.
4. Perform evaluations on all custodial staff.
5. Perform the monthly inspection of buildings and grounds.
6. Notify superintendent of major repair work needed on the building and grounds.
7. Make repairs on building and grounds that correspond with skills and knowledge of the head custodian or cause these repairs to be done by a custodian.
8. Plan the summer maintenance program in conjunction with other summer activities to be held in the building.
9. Provide superintendent and building principal with a typical daily schedule of each custodian's routine.
10. Provide superintendent and building principal with schedule of working hours not to include overtime.
11. Secure building principal's approval of overtime work that is not of an emergency nature.
12. Authorization is granted to call service men needed for technical service to maintain operation of school in an emergency situation.
13. Notify building principal of safety hazards, vandalism, and building security risks.
14. Share performance duties of custodians.
15. Prepare building and grounds for quarterly examination by principal.
16. Coordinate semi-annual inspection of indoor and outdoor bleachers by the school architect.
17. Other duties as assigned.