



# **BLOOMINGDALE PUBLIC SCHOOLS**

629 E. Kalamazoo · P.O. Box 217 · Bloomington, MI 49026 (269) 521-3903

**POSITION:** Director of Maintenance, Operations, and Transportation (MOT)  
**DEPARTMENT:** Maintenance, Operations, and Transportation (MOT)

## **POSITION SUMMARY:**

Under the direction of the Superintendent, the Director of Maintenance, Operations, and Transportation is responsible for planning, organizing, evaluating, coordinating, and supervising the non-instructional operations of the district. The MOT Director communicates the organization's goals, procedures, and objectives. This is a twelve-month position.

## **ESSENTIAL FUNCTIONS:**

1. Directs, supervises, coordinates training, and evaluates all MOT staff, including maintenance, custodial, grounds, transportation, clerical, and substitute MOT employees.
2. Plans, organizes, directs, and coordinates district maintenance and deferred maintenance programs and associated projects.
3. Develops MOT policies and procedures.
4. Assists in the selection or recommendations for employment or assignment of all MOT personnel.
5. Conducts staff meetings/trainings to facilitate communication, establish routines, report issues, solve problems, and ensure compliance with building code and safety requirements.
6. Supervises and coordinates rental of school facilities, buses, and vans.
7. Directs the scheduling, assigning, and routing of buses. Maintains schedule of bus routes and pick up points.
8. Investigates bus accidents and special problems reported by drivers.
9. Confers with school authorities to establish and adjust transportation schedules, and address student disciplinary problems associated with school busing.
10. Works with site principals to plan work schedules for maintenance personnel and to assign priorities to work orders. Requisitions materials and equipment for maintenance, grounds, custodial, and transportation repairs, and operations.
11. Conducts routine inspections of all district facilities and vehicles for safety and cleanliness, and coordinates and supervises the repairs of equipment and facilities.
12. Prepares and monitors reports associated with removal of hazardous waste.
13. Ensures MOT employees comply with all district, local, county, state, and federal safety requirements, including the use of personal protective equipment.
14. Prepares oral or written reports, both of a routine or of a confidential nature.
15. Operates standard office equipment and software, and maintains records required by local, County, State, and Federal Agencies. Assists in maintaining various records, files, and filing systems, including, but not limited to, work order status, scheduling, evaluation, mileage, safety, and training records.
16. Maintains regular and prompt attendance in the workplace.
17. Maintains grounds including but not limited to snow removal/snow plowing, salting, lawn care, flower beds, and parking lot maintenance.
18. Solves operational problems and conflicts.
19. Evaluate buildings and grounds for maintenance and repair.
20. Estimates cost of jobs and incidents priority of work to be done.
21. Creates work schedules and assigns special duties as necessary for MOT employees.
22. Is responsible for the cleanliness and safe conditions of the buildings and grounds.
23. Work with the superintendent and the school board on any and all improvement projects, capital improvement projects, and/or bond projects.
24. Maintain and order all necessary supplies for the MOT.
25. On call 24/7 with overall MOT/district emergency issues.
26. Takes lead on Act of God/snow day-related matters.
27. Complete required state and federal reports accurately.
28. Work alongside construction management firm/superintendent to facilitate bond proposal/project.
29. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:**

AA in Business Administration, Accounting or other related leadership discipline and/or two years' supervisory experience in maintenance, operations, custodial operations, facilities management, project engineering, utilities management, process improvement, or transportation and with at least 3-6 years of experience in the construction, maintenance, and repair of buildings and grounds.

**SKILLS AND QUALIFICATIONS:**

1. Ability to plan and administer a District-wide maintenance, operations, and transportation program.
2. Ability to prepare a departmental program and supporting budgets.
3. Knowledge of and the ability to read and interpret laws and regulations governing the transportation of students and fleet maintenance.
4. Knowledge of safe driving practices, and ability to develop and monitor defensive driving practices and techniques.
5. Ability to coordinate training for employees to obtain all licensing required to legally drive a school bus, and to supervise and discipline students on a school bus.
6. Ability to prepare estimates and maintain records of times, resources, and costs of projects, routes, trips, and repairs.
7. Ability to make mathematical calculations with accuracy and generate computer spreadsheets as a management tool.
8. Ability to read and develop a variety of routes, schedules, and maps, and manage routing software.
9. Ability to anticipate, recognize, evaluate, and control health hazards in the work environment.
10. Maintain safe driving practices and be district-insurable.
11. Knowledge of first aid and emergency methods, practices, and procedures.
12. Ability to operate a variety of communication devices and dispatch MOT staff to work assignments.
13. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
14. Ability to read and interpret plans and specifications. Knowledge of building construction methods and materials.
15. Ability to communicate effectively both orally and in writing.
16. Ability to obtain a CDL in order to drive school buses.
17. Ability to lead people effectively.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use electronic communication devices.
3. See and read a computer screen and printed matter, with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
7. Bend, squat, stoop and/or climb for extended periods of time.
8. Lift and carry up to 100 pounds at shoulder heights for short distances.
9. Repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.
10. Reach above shoulder height, push/pull
11. Lift and or support up to 50 pounds for short periods of time.
12. Right/left foot movements as in operating foot controls for extended periods of time.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in various conditions during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. As required, must wear protective devices such as hard hat, closed-toe shoes, earplugs, dust mask, and safety glasses.

**SALARY:** \$50,000-\$75,000; 260 day contract; 12 sick days; 3 personal, 10 paid holidays, 10 vacation days

Send letter of interest and resume to Dr. Deanna Dobbins, PO Box 217, Bloomingdale, MI 49026 or [ddobbins@bdalecards.org](mailto:ddobbins@bdalecards.org).