

ASSISTANT DIRECTOR OF MAINTENANCE & OPERATIONS

- Qualifications:** Experience and/or credentials in auto and diesel mechanics. Individual must have knowledge to perform general maintenance on school buses, vehicles, and facilities.
- Reports to:** Superintendent or their designee.
- Essential Function:** To provide learners with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.
- Daily Function/s:** This position will be under the direct supervision of the Superintendent of the Northern Cass School District. Specific duties will be assigned on a daily, weekly, and monthly basis. The employee will exhibit pride in the appearance of grounds, facilities, buses, and school vehicles.
- Terms:** This is a 12 month position with benefits established annually for health insurance, retirement, and leave according to the percent of full-time employment. This is an employment at-will position. Dismissal of employment will be determined by the Superintendent and can be administered any time during the contract.

Major Duties Assigned

General

1. Abide by the work schedule and know the work schedule of each person on the custodial staff.
2. Attend all Building & Grounds committee meetings to provide a report to board members as requested by the Superintendent.
3. Submit all invoices and receipts to the Business Manager weekly.
4. Bring complaints, problems, and questions to the attention of the Superintendent.
5. Adhere to school policies and procedures.
6. Maintain the confidentiality of learners and staff. Any information regarding classroom or school behavior, and/or personal information will be kept confidential and discussed only with the proper school personnel.
7. Attend all bus meetings as set up by the Superintendent.
8. Attend all custodial meetings as set up by the Superintendent.
9. Attend all meetings as directed by the Superintendent.

Grounds and Transportation

1. Communication with the Director of Grounds & Transportation involving upkeep, safety, and preventative maintenance.
2. Obtain CDL Passenger Endorsement bus license and serve as a route driver within 60 days of employment.
3. General maintenance of all buses and school vehicles.

4. Snow removal before, during, and after school as needed and/or directed. This position may require snow removal during evening or overnight hours.
5. Watering, mowing, and spraying all grounds.
6. Communication with the Director of Grounds & Transportation involving upkeep, safety, and preventative maintenance.
7. Raise/lower flags during observed days as instructed by federal and state officials.
8. Assist in maintaining safe school grounds.
9. Suggest changes for improvement of the school building and grounds.
10. Purchase maintenance supplies with the superintendent's approval.
11. Turn off the lights and lock doors at the end of the school day and/or school activity when they are the last person in the building.
12. Prevent slippery walkways, floors and steps.

Building Operations

1. Communication with the Director of Building Operations involving upkeep, safety, and preventative maintenance.
2. Assist building custodians with major repairs, building projects, and general custodial duties as needed.
3. Provide proper care of building, sites, furniture and various kinds of equipment, supplies, and instruction materials.
4. Provide daily minor maintenance and repair as needed.
5. Completing building and renovation projects as assigned by the Superintendent.

Other Duties and/or Responsibilities

1. Abide by all district policies as well as procedures and routines which have been established by the Board of Education and administration of the Northern Cass School District #97.

Compensation

1. Starting wage based on experience.
2. Payment of \$1,000 upon successful completion of online Bus Driver Training course and passing of written exam administered through ND Department of Transportation.
3. Behind the Wheel training will be paid at \$23 per hour after successful completion of the required course.
4. Signing bonus of \$2,000 will be paid out in equal installments during the school year (\$200 per month for 10 months).