

WILLCOX UNIFIED SCHOOL DISTRICT

480 North Bisbee Avenue
Willcox, Arizona 85643

JOB DESCRIPTION

TITLE: Maintenance and Transportation Supervisor

QUALIFICATIONS:

- High school diploma or equivalent required.
- Minimum of 3 years of supervisory experience preferred.
- Strong interpersonal skills with the ability to collaborate and communicate effectively.
- Proficiency in delegating and assigning tasks based on team members' skills and competencies.
- Ability to work independently and manage responsibilities with minimal supervision.
- Strong organizational skills, including the ability to manage multiple projects and implement a comprehensive preventive maintenance program.
- Flexibility to adapt to changing circumstances.
- Experience in auto/truck mechanics and building trades required.
- Proven competence in the essential responsibilities of the position.
- Alternative qualifications may be considered with Board approval.

REPORTS TO: Superintendent

SUPERVISES: Transportation and Maintenance Staff

JOB GOAL:

To ensure the district's facilities are maintained at the highest operational standards, providing a safe, clean, and functional environment for educational activities while managing safe and efficient student transportation.

PERFORMANCE RESPONSIBILITIES:

The following are essential duties and responsibilities:

- Oversee the planning, scheduling, and execution of maintenance, repair, custodial, and transportation services across the district.
- Develop and implement maintenance programs, including preventive maintenance, groundskeeping, security, and custodial services for each facility.
- Regularly review and assess security protocols and recommend changes as needed.
- Ensure compliance with all relevant laws, state regulations, and safety standards, including fire safety and insurance regulations.
- Maintain district warehouses and workshops in an organized, clean, and safe manner.
- Complete and submit required reports promptly.
- Conduct regular inspections of school buildings, grounds, and facilities to ensure cleanliness, safety, and security standards, recommending necessary improvements.

- Manage the budgets for transportation, maintenance, grounds, security, and custodial supplies and equipment.
- Recommend the purchase of vehicles, equipment, and supplies as necessary.
- Oversee the receipt, storage, inventory, and distribution of supplies for transportation, maintenance, and custodial services.
- Stay updated on the latest trends and innovations in transportation, facility management, and maintenance.
- Implement ongoing staff training programs focusing on safety, professional development, and job-specific training.
- Develop work schedules for department staff and review timecards for transportation and maintenance personnel.
- Coordinate vacation schedules for departmental staff.
- Supervise and assess work performed by external contractors, ensuring adherence to contract terms.
- Recruit, train, and supervise transportation and maintenance staff. Provide recommendations for hiring, transfers, promotions, and terminations.
- Schedule and lead staff meetings to address training, morale, and operational issues.
- Collaborate with school principals and other district staff on transportation and facility-related matters.
- Manage the creation and maintenance of bus routes and schedules.
- Develop annual recommendations for future staffing and equipment needs.
- Consult with the Superintendent as necessary.
- Act as a liaison with parents regarding transportation and facilities-related concerns or requests.
- Obtain and maintain a valid CDL with a bus endorsement and operate school buses when required.
- Perform other duties as assigned by the Superintendent to support district operations.

PHYSICAL REQUIREMENTS:

- Ability to hear and see (with corrected vision) within normal ranges to perform required tasks effectively.
- Ability to lift and move heavy objects, including tools and equipment, up to 50 pounds.
- Ability to work outdoors in varying weather conditions.
- Ability to perform manual labor, including repairs, cleaning, and general facility maintenance.

OFFICE REQUIREMENTS:

- Proficiency in office equipment including computers preferred.
- Proficiency in software programs such as Microsoft Office and Google Suite preferred.

TERMS OF EMPLOYMENT:

- 12-month work year, 10 hours per day.
- 12 days of vacation annually (for the first 5 years).

- 2 personal days per year.
- 12 sick leave days per year.
- Classified Supervisor Salary Schedule.

EVALUATION:

- Performance will be evaluated in accordance with the district's policy on the evaluation of supervisors (GDO).