



**DEPARTMENT DIRECTOR, MAINTENANCE AND OPERATIONS &
TRANSPORTATION
CLASSIFICATION DESCRIPTION**

Job Classification Title:	Department Director, Maintenance and Operations & Transportation	
Working Title(s):	N/A	
FLSA Status:	Exempt	Pay Grade: E81
<i>This job classification description is intended to be generic in nature and not an exhaustive list of all duties and responsibilities. The specific tasks/duties may vary based on position assignment and as determined by the District.</i>		

JOB CLASSIFICATION SUMMARY

Responsible for oversight of the District's facilities and transportation department.

DISTINGUISHING CHARACTERISTICS

This is an advanced leadership classification responsible for providing departmental strategic direction and management oversight as well as ensuring implementation of District goals, policies and achievement of performance expectations. Responsible for the complete maintenance and transportation of student activities for the district. This will include planning, budgeting, and writing specifications for work to be done by others and coordination projects and routes.

ESSENTIAL DUTIES

The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the District's needs.

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
- Develops, implements, and evaluates departmental policies, procedures, strategies and goals maintains, updates, and ensures procedural compliance for programs
- Develops and maintains a culture aligned with the Creighton Strategic Plan and high levels of customer service.
- Supervises maintenance and repair of all school and District facilities, grounds and vehicles. Inspects work for completion and ensures work is accomplished as planned.
- Develops and executes a system of regularly scheduled maintenance actions to prevent premature failure of facilities and vehicles, including their systems and components.
- Identifies, designs and completes improvement projects to reduce and minimize total operating and maintenance costs.
- Maintains and improves the automated work order, fuel management, and trip planning systems for easy and complete reporting and identification of necessary scheduling and work.
- Schedules all planned work (in advance), allocates and anticipates staff requirements to meet the needs of planned and unplanned events.



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- Prepares cost estimates of anticipated work and ensures compliance with the USFR guidelines in the procurement of materials and vehicles.
- Maintains a proper level of materials and spare parts to support timely repairs.
- Maintains complete historical data concerning the facility, equipment, buses and white fleet.
- Develops and implements strategies and programs to ensure district utilities and resources are used in the most efficient and economical manner.
- Oversees the inspection of district facilities and vehicles to ensure compliance with standards in the area of safety, custodial services, preventative maintenance, workmanship and security. Reports findings to building principals/directors and Chief of Business Operations and Development.
- Develops and implements programs and services to recruit, train and allocate staff and drivers.
- Assists the Chief of Business Operations and Development and principals in the preparation of budgets as they pertain to maintenance, custodial and transportation services.
- Assist Managers in the evaluation of custodial, maintenance and transportation staff.
- Oversees herbicide application in accordance with Arizona Structural Pest Control rules and regulations.
- Develops and oversees a transportation program to meet all the requirements of the daily instructional programs and extracurricular activities, including bus schedules and routes.
- Oversees the maintenance of all District-owned equipment and develops plans for preventative maintenance.
- Maintains safety standards in conformance with state and insurance regulations and develops a program of preventative safety.
- Submits all reports required by state authorities. Researches, analyzes, and makes recommendations for cost effective improvements in departmental operations; and designs, administers, and evaluates departmental programs and services.
- Directs and participates in the preparation of departmental budgets, financial reports, and operational and/or capital improvement budgets; and monitors revenues and expenditures.
- Performs related work as assigned.

KNOWLEDGE

- Management principles.
- Public administration and governmental operations.
- Accounting and financial management principles.
- Theories, methods, and techniques of construction, maintenance, and transportation.
- Major crafts with emphasis on carpentry, electrical, plumbing, HVAC and special systems.
- Advanced theories and principles related to area of assignment.
- Strategy development principles and procedures.
- Applicable local, state and federal laws, codes, rules, and regulations.
- Program development and administration principles and practices.
- Project management principles.
- Conflict mediation principles.
- Budgeting principles.



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- Public relations principles.

SKILLS

- Monitoring and evaluating employees.
- Prioritizing and assigning work.
- Providing leadership.
- Using computers and related software applications.
- Managing projects.
- Managing multiple priorities simultaneously.
- Speaking in public.
- Analyzing and developing policies and procedures.
- Ensuring compliance with applicable federal, state, and local laws, codes, rules and regulations.
- Interpreting and applying applicable laws, codes, rules and regulations.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Interpreting proper terminology used in connection with writing specifications.
- Resolving conflict.
- Preparing and administering budgets.
- Managing change and sensitive topics.
- Planning, analyzing, and evaluating programs and services, operational needs, and fiscal constraints.
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public and others to sufficiently exchange or convey information and to receive work direction.

MINIMUM QUALIFICATIONS (for new hires at job entry)

Education and Experience:

High School Diploma or G.E.D. and five years of progressively responsible experience that includes significant management and supervisory experience; or an equivalent combination of directly-related education and experience.

Required Certifications/Licenses:

- Eligible for State Pupil Certification (including drug screening & physical).
- Meet drug and alcohol testing requirements established by ARS § 15-513.
- Valid Arizona Fingerprint Clearance Card (FPCC).

CLASS HISTORY INFORMATION

Created: 10/2021

Amendments:



DEPARTMENT DIRECTOR, FACILITIES & TRANSPORTATION PHYSICAL & ENVIRONMENTAL FACTORS

OVERALL PHYSICAL STRENGTH DEMANDS:

Physical Strength for this position is indicated below with an "X"	
<input checked="" type="checkbox"/>	Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
<input type="checkbox"/>	Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
<input type="checkbox"/>	Medium: Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
<input type="checkbox"/>	Heavy: Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
<input type="checkbox"/>	Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Brief Description	C	F	O	R	N
Standing	Communicating with co-workers, observing work site, observing work duties	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	Desk work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	To other departments/offices/office equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting	Supplies, files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Carrying	Supplies, files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	File draws, tables and chairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	For supplies, for files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling	Paperwork	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fine Dexterity	Computer keyboard, telephone pad, calculator, calibrating equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	Filing in lower drawers, retrieving items from lower shelves/ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching	Filing in lower drawers, retrieving items from lower shelves/ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling	Under equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bending	Filing in lower drawers, retrieving items from lower shelves/ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting	From computer to telephone, getting inside vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing	Stairs, step stool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Balancing	On step stool	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vision	Reading, computer screen, driving	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	Communicating with co-workers and public and on telephone, listening to equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	Communicating with co-workers and public and on telephone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foot Controls	Driving	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Specify)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



DEPARTMENT DIRECTOR, FACILITIES & TRANSPORTATION PHYSICAL & ENVIRONMENTAL FACTORS

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE:

Insert

ENVIRONMENTAL FACTORS:

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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Health & Safety Factors	D	W	M	S	N	Health & Safety Factors	D	W	M	S	N
Mechanical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Respiratory Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extreme Temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electrical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Noise and Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wetness/Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Explosives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Physical Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Communicable Diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Physical Danger or Abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Other (Specify Below	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Description of Non-Physical Demands	C	F	O	R	N
Time Pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Situation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequent Change of Tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irregular Work Schedule/Overtime	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performing Multiple Tasks Simultaneously	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Closely with Others as Part of a Team	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tedious or Exacting Work	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noisy/Distracting Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (Specify Below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



DEPARTMENT DIRECTOR, FACILITIES & TRANSPORTATION
PHYSICAL & ENVIRONMENTAL FACTORS

PRIMARY WORK LOCATION

<input checked="" type="checkbox"/>	Office Environment
<input type="checkbox"/>	Warehouse
<input type="checkbox"/>	Shop
<input type="checkbox"/>	Recreation/Neighborhood Center
<input type="checkbox"/>	Vehicle
<input type="checkbox"/>	Outdoors
<input type="checkbox"/>	Other (Specify Below)



DEPARTMENT DIRECTOR, FACILITIES & TRANSPORTATION ACKNOWLEDGEMENT

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and find it to be an accurate representation of the demands of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.