

Transportation/Facilities Support Specialist Job Description

Purpose: The Support Specialist position is shared between Transportation and Facilities. This position drives district vehicles and assists with custodial duties. To accomplish these tasks, the Support Specialist works closely with Transportation and Facilities Supervisors

Responsible to: Transportation and Facilities Supervisors

Payment Rate: Pay will associate with transportation or custodial work accordingly (clicking into each job separately).

Qualifications:

- 1.) High school diploma or equivalent.
- 2.) Health and Inoculation Certificate on file in the Central Office (after employment offer is made.)
- 3.) Complete state-required physical examination for Bus Drivers and maintain a current DOT Physical. (after employment offer is made.)
- 4.) Valid CDL license with required endorsements.
- 5.) Meet all State requirements for Bus Drivers, including: Behind the Wheel Training, Defensive Driving, CPR, and First Aid Certification.
- 6.) At least one-year experience driving a motor vehicle (which may be a privately owned automobile.)
- 7.) Basic knowledge in the areas of electrical, maintenance and carpentry.
- 8.) Desire to continue career improvement by enhanced skills and job performance.

Physical Requirements/Environmental Conditions:

- 1.) Requires prolonged sitting.
- 2.) Requires turning, reaching, stooping, kneeling, bending, crawling, bending, climbing, and balancing.
- 3.) Manually move, lift, carry, pull or push heavy objects/materials up to 60 pounds.
- 4.) Work indoors and outdoors year-round in a variety of extreme temperatures.
- 5.) Work in and around dust, fumes and odors.
- 6.) Work in nosy, crowded, stressful environments, with numerous interruptions.
- 7.) Requires driving skills, including ability to safely operate a vehicle at night.
- 8.) Communication: Requires the ability to talk and hear. Assist with Transportation and Facilities & Grounds Management operations when necessary. Must monitor and be easily accessible by radio and or pager/cell phone during normal operations.
- 9.) Have appropriate dress and grooming (including the wearing of safety aides and appropriate PPE).

Essential Functions:

- 1.) Ensure your actions follow the districts, policy, procedures, guidelines, vision and mission.
- 2.) Provide a safe, clean, attractive environment to ensure full and productive use of district facilities and property.
- 3.) Follow schedules, written and oral instructions and prioritize work performance accordingly.
- 4.) Attend all required safety meetings for both Transportation and Facilities.
- 5.) Submit to random UA and BA tests.
- 6.) Work independently without supervision.
- 7.) React to changes and frequent interruptions in a productive and positive manner, and handle other tasks, while meeting deadlines, as assigned.
- 8.) Communicate and work effectively and cooperatively with members of the school district and community.
- 9.) Operate all equipment, machinery and vehicles as required.
- 10.) Know and understand chemical hazards.
- 11.) Perform duties, including but not limited to snow removal, maintenance, repairs, and minor construction.

General Responsibilities:

- 1.) Observe and report safety violations; actively participate in emergency situations.
- 2.) Ability to work overtime when emergencies arise in order to prevent disruption of the schools.
- 3.) Perform other tasks and assume other responsibilities as directed by the administrative staff, and supervisors.
- 4.) Operate all equipment and machinery appropriately according to safety, and general operating guidelines.
- 5.) Respond to information requests in a cooperative, courteous, and timely manner.
- 6.) Follow all District health and safety policies, including the Bloodborne Pathogens Exposure Control Plan.
- 7.) Perform hospitality tasks including but not limited to facility requests, deliver/distribute supplies, furniture.
- 8.) Keep current on new Facilities and Grounds information, innovative ideas and techniques.

Term of Employment: 12 months, July 1 through June 30.

Evaluation: Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.