

**Farragut Community School District
Physical Plant and Transportation Director Job Description**

Qualifications:

1. Certification of good health by a licensed custodian.
2. Must be able to pass physical examination every three years as required by the Board.
3. Ability to lift 35 lb. Packages and carry distances.
4. Ability to climb stairs, bend, and stretch to clean.
5. Ability to climb ladders to work on window, or other repairs, cleaning, etc.
6. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
7. Must have the ability to read basic operation instructions and to properly operate and maintain the necessary machinery and equipment inherent with the position. Included is an understanding the operation of pneumatic control, boiler systems, steam traps, public address system, and computer hook-up.
8. Must be capable of working in the following areas: painting, minor plumbing, minor electrical, and, basic carpentry, and general mechanical work.
9. Must have a superior attitude in working for and with an entire staff.
10. Must be able to direct and evaluate other custodians on staff.
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
12. Successfully complete a ninety (90) day probationary period.
13. Valid chauffeur's license and school bus driver permit or willingness to attain proper license and driving permit.
 - a. Successfully complete 12 hour initial bus driving course to receive bus driver's permit.
 - b. Obtain a CDL License.
 - c. Obtain a yearly state bus permit.
 - d. Successfully complete the 3 hour annual bus driver permit renewal course.
 - e. Pass mandatory drug and alcohol testing program through random participation.

Other Requirements:

1. Reports to the Superintendent.
2. Consults with Building Principals, Athletic Director, Food Service Director, and Transportation Director.
3. Resides within the a 15 mile radius of Farragut to enable quick response to maintenance needs. Living within the community of Farragut is preferred.

Responsible for supervision of all maintenance/custodial staff employees, outside vendors, contracted services, sales people, and contractors.

Performance Standards

- a. Participate in interview and recommendation for hire all maintenance/custodial staff employees.
- b. Evaluate and recommend for retention or release from contract all maintenance employees.
- c. Provide necessary support services and supplies to individuals in district.
- d. Verify all time cards and submit to business office each month.
- e. Supervises and arranges work schedule taking into account extracurricular activities.
- f. Removes snow before and during school hours.
- g. Supervises and participates in painting, plumbing, electrical repair, and general mechanical repair, and general mechanical repair that they have been trained or certified to perform.
- h. Meets with sales people; orders products to meet needs in the most economical manner possible. Maintains existing accounts and participates with the Superintendent in changing accounts or for approval of large purchases.
- i. Utilizes purchase orders as required by the Superintendent.
- j. Keeps a running inventory of cleaning supplies and paper products.

- k. Keeps file on vendors and equipment.
- l. Makes contacts and phone calls to get certified persons for repair and other professionals as needed.
- m. Responsible for the protection and preservation of school property.
- n. Transports mail to and from the post office once per day in a secure and timely manner.
- o. Supervises summer help, monitor according to ability, attitude, and willingness to work.

Prepares facilities and grounds for athletic, drama, extracurricular events, prom, graduation and other events as directed by the Superintendent.

Performance Standards

- a. Pull out bleachers in gym.
- b. Set up PA system and scoreboard system.
- c. Set-up seating in gym for special events. Return chairs to storage immediately after events.
- d. Assist class sponsors and community persons during school events as directed by the Superintendent.
- e. Prepares, maintains and cleans all of the athletic fields, gymnasiums and facilities.

Responsible for daily checks to insure that all exit doors are open and all panic hardware is working properly during the hours of building occupancy.

Performance Standards

- a. Opens and closes designated areas for school and community functions outside of regular school hours.
- b. Unlocks all doors and turns on lights upon arrival each school day.
- c. Locks all doors and windows and turns off all lights before leaving each evening except security/safety lighting.
- d. Assigns custodial; staff to complete items a and b above when on duty outside of regular school hours.
- e. Participates with the Superintendent in maintaining key inventory, key assignment to employees, and key storage to maintain a high level of security.

Responsible for conducting ongoing programs of inspections, general maintenance, upkeep and repair.

Performance Standards

- a. Handles or contains asbestos removal or repair according to training and certification as required by OSHA and EPA requirements.
- b. Arranges and participates in the three-years asbestos inspections.
- c. Inspects playground equipment monthly according to training and safety guidelines.
- d. Participates in Fire Marshall inspections.
- e. Conducts periodic inspections and tests of all electrical installations in the school to insure their safe operation.
- f. Maintains a regular schedule of servicing all motors and other equipment requiring routine servicing.
- g. Keeps an inventory of supplies and equipment; and requisitions such replacement items as needed – far enough in advance not to hinder his/her performance of duties.
- h. Replaces incandescent light bulbs, and florescent bulbs as needed.

Responsible for keeping heating plants operational in all district buildings.

Performance Standards

- a. Cleans and maintains boilers and participates in all boiler/vessel annual insurance inspections. Maintains and displays annual inspection certificates.
- b. Performs minor repairs on boilers when necessary within limitations of ability; inspects and maintains daily.
- c. Arranges major boiler repairs with boiler companies.
- d. Contacts the Superintendent immediately if any major adjustments are needed that requires expertise beyond his/her level of expertise.
- e. Water levels in the boiler and necessary adjustments made on a daily basis during the heating season.
- f. Clean out bottoms of boilers periodically through and at the end of the heating season.
- g. Clean cooling and heating filters as needed. Check motors, drive assemblies; lubricate where needed, inspect and adjust belt tension on pulleys, maintain safety guards.
- h. Maintains motors, fans, belts, filters, and related equipment on a routine maintenance schedule.
- i. Reports problems promptly.
- j. Maintains water level and chemical balance in boiler reservoir system.
- k. Checks boiler operation on weekends; especially when significant change in weather is anticipated.
- l. Arranges for other custodians, maintenance personnel, or building administrators to check boilers due to leaves or other situations preventing inspection during leaves, weekend trips, etc.

Responsible for making building repairs within capability.

Performance Standards

- a. Replace broken windows.
- b. Reports immediately to the Superintendent damage to the buildings and grounds.
- c. Assists workers in remodeling and renovation work when needed.
- d. Reports major repairs needed immediately to the Superintendent.
- e. Works only on repairs within expertise limits that present no danger to building occupants.

Responsible for OSHA/EPA and Asbestos regulations and compliance.

Performance Standards

- a. Handles or contains asbestos removal or repair according to training and certification as required by OSHA and EPA requirements.

Maintains ventilation equipment in all district buildings.

Performance Standards

- a. Maintains motors, fans, belts, filters, and related equipment on a routine maintenance schedule.

Responsible for mowing and upkeep of school grounds.

Performance Standards

- a. Mowing turf grass on all school owned grounds and leased property.
- b. Minor tree pruning and shrub care.
- c. Athletic field maintenance including parking areas, fencing, outdoor buildings, equipment storage areas, dugouts, garbage disposal, concession stand, restrooms, bleachers, and routine grounds cleaning.
- d. Report problems with outdoor lighting, electricity, mechanical problems and building repair shall be reported to the Superintendent immediately.
- e. Recommend assistance hired labor needed to complete spring and summer mowing, weeding, and trimming.

- f. Serve as compliance officer regarding Child Labor Laws, OSHA requirements, and manufacturer's operator recommendations for youth employed to assist with mowing and upkeep of grounds.
- g. Supervise youth and adults employed to be accountable for appropriate behavior including: cooperation, positive attitude, productive work habits, respectfulness of others, represents the school district in a supportive manner, concern for the safety of others
- h. Store and secure equipment and machines in a manner that minimizes risks of injury or harm to people and property.
- i. Participates with the Superintendent in securing additional help to remove snow, manage ice covered or slippery surfaces and operation of sump pumps.

Prepares, Maintains, and cleans up outdoor athletic fields.

Performance Standards

- a. Provides upkeep of football field and softball field during and off-season.
- b. Prepares football field during and off-season.
- c. Mows and/or supervises mowing of athletic fields and parking lot area.
- d. Maintains athletic field facilities; restrooms, concession building, lighting, scoreboard, PA system, Field Press Box, and bleachers.
- e. Cleans and secures athletic field facilities.
- f. Removes garbage from athletic fields.

Responsibility for preparing summer bus routes and transportation services for all of the district's schools.

Performance Standards

- a. All bus routes meet district's criteria for maximum utilization of available buses and most economical operation of buses.
- b. Pickup and drop-off points meet safety and convenience standards established by the district.
- c. Any modifications of bus routes due to road construction or detours are done in such a way to still meet district criteria for safety, convenience, and economy of operation.
- d. All building principals are advised of bus routes and time schedules by August 1, annually. New students at registration may modify routes.
- e. Bus routes and time schedules are established in time for inclusion in the local newspaper's or district newsletter "back to school" edition.
- f. Each driver receives a copy of and is familiarized with the bus route one week prior to resumption of school.
- g. Cooperates with the County Engineer in developing alternate routes for soft road conditions and routes traveled in the winter requiring early snow removal and treatment for ice and snow pack conditions. Plans for snow routes and alternate routes are completed by November 1.
- h. Employee vehicle requests approved by the Superintendent are fueled and ready at locations convenient for the driver and riders.
- i. Coordinates changes in transportation needs or drivers on a daily basis. Arranges for substitutes drivers or reserve vehicles on short notice.
- j. Keeps a current list of upcoming activity and athletic trips as they are filed with his/her office.
- k. All modifications of previously scheduled trips shall be coordinated with the office of the Athletic Director.
- l. Activity and athletic buses arrive at departure points at least 10 minutes prior to scheduled departure time.
- m. Maintains a log of routes, distances and travel time to activity and athletic trip destinations for future reference.
- n. Prepared to drive as a substitute driver when necessary.

Responsible for maintenance of all district-owned transportation vehicles and equipment.

Performance Standards

- a. Vehicle manufacturer's recommendations for routine maintenance are followed.
- b. Accurate and up-to-date maintenance log is maintained in each vehicle including routine maintenance and repairs.
- c. Reserve vehicles are always available in the event of a regular route vehicle being broken down, in order that transportation services are not disrupted.
- d. All district vehicles meet state-mandated maintenance and safety as determined by routine and unannounced state inspections.
- e. Interiors and exteriors of district vehicles are cleaned regularly.
- f. Oversees bus drives perform their pre- and post-route checklist of safety and routine maintenance needs.
- g. Safety and maintenance needs are corrected prior to the next day's route, or reserve vehicle is provided while needs are being met.
- h. Stores vehicles properly at end of work day.
- i. Prepares buses and other vehicle designated as buses for state inspection.
- j. Checks water, tires, oil, gas, lights in all vehicles on a daily basis.
- k. Checks brake fluid, transmission fluid, antifreeze fluids, window washer, and wiper operation on a routine basis.

Responsible for inventory of parts and supplies.

Performance Standards

- a. Shipments of parts and supplies are checked against invoices for accuracy, and in any discrepancies are resolved with the vendor.
- b. Parts and supplies are stored in such a manner that they are readily accessible.
- c. Storage of potentially dangerous supplies is in accordance with OSHA standards.
- d. Parts and supplies used in volume are purchased in quantities large enough to be subject to bidding procedures and cooperative buying efforts of the district, for maximum economy.
- e. If a seldom-used part or supply is needed, current inventory is checked before purchasing the part or supply in order to avoid carrying expensive inventory.
- f. Parts and supplies are inventoried annually, with spot checks on a monthly basis, in order to determine that there is no unexplained loss.

Responsible for making recommendations to the Superintendent regarding the hiring and retention of transportation employees.

Performance Standards

- a. Screens applicants' paperwork, follows-up on references and submits to the Superintendent a ranked order list of candidates along with recommendations for hiring the best candidate(s).
- b. Follows district guidelines for evaluating non-certified employees, and makes recommendations to the Superintendent regarding employee's continued employment.
- c. Follows district's guidelines regarding transfers and promotions, with seniority as the basis.
- d. Documents unsatisfactory performance by an employee in such a manner that terminations can be accomplished without being overturned through the legal process.
- e. Provides pre-service training and in-vehicle training to new drivers.

Responsible for training of newly hired drivers and maintaining a substitute driver list.

Performance Standards

- a. Accompanies each newly hired on at least one "dry run" of route prior to resumption of school year.
- b. Provides each driver with district's rules and regulations for student conduct on buses.

- c. Provide in-service for new drivers on how to handle safety, emergencies, and mechanical breakdowns on the bus route.
- d. Maintains a substitute list of drivers. The Director of Transportation serves as a substitute driver when necessary.

Responsible for keeping transportation personnel in compliance with state laws and regulations regarding licenses and permits. Records are kept at the Administration Office.

Performance Standards

- a. Each transportation employee has current district physical form on file.
- b. Copies of driver's state licenses and bus driver permits are on file.
- c. Each driver is notified of the date of annual re-licensing deadline 60 days prior to the deadline.
- d. District vehicles are not operated by drivers without appropriate licensing and approval from the Superintendent.
- e. Enforces the random alcohol/drug use tests as required by the state of Iowa.

Responsible for supervising the maintenance of discipline on district's buses in order to provide for the safety and welfare of the district's students.

Performance Standards

- a. Both newly hired and experienced drivers are in-serviced annually on the district's rules and regulations regarding student bus behavior, and the appropriate methods of upholding these rules and regulations.
- b. The Building Principal will work with the student(s) and bus driver on discipline issues by the following day, when the student's driver has returned in a disciplinary notice on the student.
- c. The Director of Transportation will notify the Principal no later than the following day of a bus conduct report on a student, so that timely notices can be sent to his/her parents.
- d. The supervisor follows district policies and procedures in resolving violations of student bus behavior on district buses.
- e. Oversees that students and parents are apprised of expected behavior of students riding buses annually, prior to the beginning of the school year.

Responsible for providing information concerning weather and road conditions to the Superintendent.

Performance Standards

- a. Apprises Superintendent of impending bad weather reports, so the district roads may be inspected prior to next day's routes.
- b. In the Superintendent's absence, notifies the designated Administrator of questionable road conditions, which may cause modification in the regular schedule.
- c. Personally inspects roads during the day when weather arises after the start of school and makes recommendations at the earliest opportunity to the assigned Administrator when the Superintendent is not available regarding early dismissal and/or modification or cancellation of planned activity or athletic trips.

Maintains and operates equipment related to flood control.

Performance Standards

- a. Maintains and regularly checks all indoor sump pumps and the outdoor sump pump for readiness in case of a flood.
- b. Is responsible for monitoring the need to operate sump pumps due to excessive rains or surface water run-off due to snow melt or saturated groundwater conditions.
- c. Contacts the superintendent or building principals when unable to monitor need to operate sump pumps.
- d. Assumes the responsibility for drainage of floodwater as the need arises.

Responsible for snow removal before school and school-related events.

Performance Standards

- a. Checks weather forecasts and plans for snow removal and/or treating slippery surfaces before staff, students, and visitors arrive at school.
- b. Checks entry/exit for buses and school vehicles to maintain timing of operations.
- c. Operates the tractor and pick-up with snow blade, snow blower, snow sweeper, or other equipment available for removing snow and ice.
- d. Able and willing to scoop snow with a shovel on sidewalks, steps, and at all entry/exits.
- e. Maintains clear path for fire exits.
- f. Maintains safe passage for handicap access to building.
- g. Secures contracted services for snow removal when deemed necessary.

Works cooperatively with the administration, faculty, co-workers, subordinates, students, sales representatives, visitors, and the general public to maintain a professional service-oriented image bringing credit and pride to the school district and workplace.

Performance Standards

- a. Supports school board policy and follows chain of command.
- b. Provides written reports when requested by the Superintendent to update the Board on buildings and grounds needs and projects.
- c. Participates with the Superintendent in evaluation of subordinates.
- d. Maintains confidence in school matters that may be protected by the Family Privacy Act.
- e. Behaves in a morally sound manner regarding the opposite sex, use of language, tobacco of any kind, and/or alcohol use.
- f. Maintains cleanliness and dresses as a supervisor, avoiding soiled clothing when possible; avoid blue jeans, cut-offs, shorts, t-shirts or wearing hats in buildings.
- g. Does not use school-owned property, equipment, or machines for personal favors to others or personal use.
- h. Effectively uses work time and maintains a productive worker image with the community.

Supervises custodial staff to maintain safety and cleanliness of classrooms, restrooms, hallways, administrative offices, conference rooms, gyms, locker rooms, concourse, library, ICN room, and any other areas inside and outside each school building.

Performance Standards

- a. Participate with in the absence of an employee and supervises custodial staff to:
 - Three times per day**
 - Dust mop hallways.
 - Wipe clean restroom toilets, urinals, lavatories, fixtures, fittings, with Disinfectant.
 - Clean drinking fountains at least three times per day with disinfectant during flu season.
 - Assist in snow and ice removal as needed.
 - Two times per day**
 - Clean all entrances
 - Clean drinking fountains with disinfectant.
 - Daily**
 - Unlock and lock all buildings.
 - Empty pencil sharpeners and wastebaskets.
 - Dust mop, vacuum carpeted areas, and wet-vacuum/wet mop lunchroom floor.
 - Sets up and returns lunch tables in a timely manner.
 - Dispose of lunchroom trash immediately. Clean waste cans.
 - Wipe down streaks and smudges on walls, tile, mirrors, and windows.
 - Clean and store equipment properly.

Refill toilet paper, paper towels, soap, and sanitary napkins. Reorder items when supplies are low.
Pick-up trash outside on grounds near school buildings, on sidewalks and on steps or entrances.
Adjust window shades at night.
Dust banisters.
Clean spills immediately.
Pick up litter.
Clean fingerprints and smudges.
Clean conference room table.
Clean walk-off mats.
Raise flag at beginning of each school day.
Lower flag and store properly at end of each school day.
Remove any marks to exterior walls, doors, glass, etc.
Set clocks as needed.
Collaborate with classroom teacher to clean marker boards and chalk boards.

Weekly

Damp mop hallways and buff.
Disinfect showers with high foaming cleaner.
Toilet bowls cleaned with toilet bowl cleaner.
Sidewalks and outdoor steps swept with broom.
Feather dust surfaces.
Clean and disinfect student work areas; desktops, tables, computer stations.
Poor disinfectant or maintain drip system to disinfect floor drains.
Clean window sills.
Damp wipe telephones in office areas, dust desks, counter area, filing cabinets, window sills, shelves, office machines, windows, and doors.
Maintain wet mops according to manufacturer's recommendations. Avoid applying excessive mop treatment to floor – may cause slippery floors.
Maintain mop buckets, wringer's and maid's cart.

Monthly

Clean radiators.
Clean windows with glass cleaner.
Clean cabinets, shelves, room furnishing.
Scrub and recoat floors where necessary.
Damp wipe lockers with disinfectant.
Wet mop stairs.
Dust picture frames, trophy cases, bulletin boards, and similar surfaces.
Damp wipe bleachers.
Maintain handrail safety on bleachers; check for loose handrails.
Dust walls in gym if needed, wipe clean wall mats, wet mop steps in gym and check sumps for operation and sump pits for litter.
Clean laundry room area; walls, floor, shelves, fixtures, pipes, and conduit.
Clean boiler room; walls, floors, shelves, fixtures, pipes, and conduit.
Clean stage area; walls, floors, fixtures.

Annually

Collaborate with the Superintendent on summer projects.
Move furniture to scrub and seal floors according to floor care product specifications.
Coordinate carpet shampoo services.
Clean furniture.
Clean lights and fixtures.
Clean window shades or drapes.
Strip or scrub floors and recoat.
Refinish gym floor.
Paint classrooms, hallways, restrooms, and public areas on rotation or as needed.

Clean vase boards.
Inspect stage curtains for cleaning (professionally cleaned every three years).
Floor maintenance as necessary.
Clean roof drains, gutters and down spouts.
Clean outside windows.
Sweep, hose off parking areas and seal asphalt areas.
Maintain floor machines; vacuums, wet and dry vacuums, scrubbers.
Review emergency procedures; fire hazards, storm shelters, intruder/bomb evacuations, and post a list of key people to contact in case of an emergency including:

Fire Department	Ambulance
Sheriff	Principals
Water Co.	Hospital
Electric Co.	Poison Information Center

Review, update and post the locations of:

Gas Shut off	Fire alarms
Water shut off	Fire extinguisher
Sewer backup trap valve	First Aid Cabinet
Electric shut off	

Other duties as assigned by the Superintendent or his/her designee.

Performance Duties

- f. Willing to supervise and assist where necessary to replace the Director of Transportation, and Mechanical Plant Maintenance as needed during vacations, other types of leaves, and/or emergency situations.
- g. Willing to perform the duties of other custodians and part-time help as needed due to vacations or other types of leave.
- h. Other duties as assigned by the superintendent.

Revised by the Farragut Board of Directors November 8, 2003