Hickman County Schools

Job Title: Transportation/Maintenance Secretary

Contract Period: 12 months

Reports to: Maintenance Director and Transportation Director

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Purpose of Job: Provide support and customer service for the maintenance and transportation departments. Work with each department to provide efficient and effective procedures and communicate and assist families and vendors that call the departments.

Essential Functions:

* Answer telephone calls in a professional tone and assist vendors and families with information for each department.
* Communicate and inform supervisors of problems, concerns, or needs voiced within the department while the supervisor(s) was away from the office.
* Monitoring the work order systems for both transportation and maintenance and assisting colleagues to navigate the work order system including but not limited to password retrieval and troubleshooting within the work order system.
* Collection of month time sheets from each department to submit for payroll.
* Review timesheets for accuracy including sick days, hours worked, and any comp time or overtime needed for correct information before submitting for payroll.
* Review substitute bus driver list for accuracy before submitting for payroll.
* Explicitly follow purchasing procedures including the submission of requisitions for needed vendors and purchases, collecting invoices, and submitting for payment in a timely manner.
* Consult with Chief Mechanic daily on needed requisitions for vendors based on needed repairs.
* Daily reconciliation of all bookkeeping relating to the flow of requisitions, purchase orders, and invoices.
* Explicitly follow purchasing procedures to prepare to close the fiscal year on June 30, including contacting vendors.
* Check the mailroom at the central office building in the morning and the afternoon.
* Maintain schedules for both departments, including supervisor calendars and contact information and work crew schedules.
* Maintain files and records regarding compliance with state laws and regulations, bi yearly water vessel permits, boiler permits, elevator inspections, fire marshal inspections, health inspections, asbestos 3-year inspections, training attendance, water testing information, safety training information, and requests for proposals and bid files.
* Maintain accurate records, including the proper disposal of files based on the regulations and dates.
* Prepare contracts for submission to the supervisors or Director of Schools for signature and proper filing of contracts annually by June of each year.
* Communicate with vendors as directed in a professional tone.
* Monitor the GPS system when buses are transporting students.
* Maintain records of bus inspections.
* Maintain accurate bus route information and communicate with parents that contact the department about their child’s proper bus route.

Job Requirements: Minimum Qualifications

* High school diploma or equivalency.
* Excellent communication and organizational skills.
* Computer and technology skills for office and departmental programs.

Evaluation: Annually by both supervisors

Salary: Hickman County Pay Scale