

ONAWAY AREA COMMUNITY SCHOOLS

NOTICE OF A JOB POSTING

DATE: May 22, 2025

DEADLINE TO APPLY: June 13, 2025

POSTING: Facilities/Transportation Director

QUALIFICATIONS:

1. **Current CDL**
2. **A minimum of five years' experience driving a school bus**

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Schedule and supervise the custodial staff.
2. Maintain and plow grounds, parking lot and sidewalks.
3. Open building and prep for the day.
4. Organize and help with the set-up and tear-down of events.
5. Prep and maintain athletic fields and facilities.
6. Clean cafeteria and empty trash.
7. Unload truck deliveries.
8. Monitor and schedule building upkeep and maintenance.
9. Complete facility repairs.
10. Order supplies.
11. Monitor and restart boiler when needed.
12. Clean hallways and carpets.
13. Make work scheduled for Christmas and summer break.
14. Fix, repair, and assemble furniture.
15. Maintain and clean univents.
16. Repair plumbing, electrical, motors and lockers.
17. Refinish gym floor.
18. Haul gravel and maintain driveways.
19. Manage the district's bus fleet and vans, including ensuring vehicle maintenance is up-to-date and needed supplies and equipment are on hand.
20. Conduct daily fleet inspections to ensure vehicles are clean, full of gas, and ready to go at any time.
21. Maintain a response plan to address events such as vehicle breakdowns or accidents.

- 22. Supervise transportation personnel.
- 23. Provide and/or arrange for necessary training for current and prospective drivers.
- 24. Ensure all reporting and documentation is up-to-date.
- 25. Maintain bus garage and keep it clean.
- 26. Additional duties as deemed appropriate by the district Superintendent.

TERMS OF EMPLOYMENT: All required student contact days, including additional days needed to prepare and address fleet/routes/personnel needs. This is a stipend-paying position and not subject to overtime. The Transportation/Facilities Director is an administrative position and not part of the support staff bargaining unit.

EVALUATION: Performance will be evaluated in accordance with provisions of the District's policies on evaluation of Administrative Personnel.

PLEASE SEND LETTER OF INTEREST AND OVERVIEW OF CREDENTIALS AND EXPERIENCE TO:

A handwritten signature in black ink, appearing to read "Jake Huffman", is centered on the page.

Jake Huffman, Superintendent, jhuffman@oacsd.com

Resumes may be provided in person or via email. ***Deadline to apply is Friday, June 13th, 2025.***

Onaway Schools is an equal opportunity employer.