

Job Title: Maintenance/Transportation Assistant
Reports to: Director of Maintenance /Transportation
School: Rocksprings ISD

Date Revised: 4/21/2021

Primary Purpose:

Assist in managing the district's maintenance and custodial operations. Maintain the physical school campus in excellent operating condition. Provide a physical environment that is functional, safe, clean, and attractive. Assist with the district's transportation operations. Ensure safe and efficient operation of school transportation. Assist with maintenance of all district-owned vehicles.

Qualifications:

Education/Certification:

High School Diploma

Clear and valid Texas driver's license (CDL required or must be obtained by 9/1/2021)

Beginning date: June 1, 2021

Special Knowledge/Skills:

- Knowledge of construction, school plant maintenance, & custodial operations
- Ability to pass U.S. Dept. of Transportation alcohol and drug tests and annual physical exam
- Knowledge of energy management and vehicle repair and maintenance

Major Responsibilities and Duties:

1. Assist in overall maintenance/cleanliness of the campus including mowing and marking football fields
2. Assist in preparing necessary reports for maintenance and transportation
3. Assist with the preparation and updating of bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
4. Assist in coordinating transportation for extracurricular activities and special programs.
5. Assist in repairing of all district-owned vehicles and preventive maintenance. Ensure that vehicle repair requests and work orders are prioritized and processed in a timely manner.
6. Serving as a school bus driver when needed

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including standard tools, computer and peripherals, district vehicles, mowers, etc.

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexing/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration

Mental Demands: Maintain emotional control under stress

Interested individuals can submit applications and resumes to the Rocksprings Administrative Office located at 201 N. Hwy 377, Rocksprings, TX 78880 or email to james.oliver@rockspringsisd.net. Applications can be found online at www.rockspringsisd.net.