

# CATHOLIC SCHOOLS OF GREATER KALAMAZOO

## JOB DESCRIPTION

**School:** Hackett Catholic Prep High School  
**Job Title:** Maintenance and Transportation Manager

### Position Information

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Reports to: Principal/Assistant Principal/Athletic Director  
Terms of Employment: Refer to benefit addendum  
Hours of Employment: up to 37.5 hours per week, 52 weeks per year  
Monday through Friday 6:30 am to 2:30 pm.  
30-minute unpaid lunch break per day

### Job Summary

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This position is responsible for the physical upkeep of all facilities.

### Education, Experience, Skills, Knowledge, Qualifications and Abilities

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- High school diploma or equivalent.
- Valid Michigan driver's license; CDL also preferred.
- Knowledge and ability to operate and maintain a large range of tools, vehicles, and equipment.
- Basic maintenance skills, such as repairing, painting, and installing items.
- Current certification in CPR, first aid.
- VIRTUS training.
- Must demonstrate the ability to organize work for oneself, requiring minimal supervision.
- Must maintain confidential information appropriately.
- Must be a team player and be sensitive to working in a teaching/learning environment with students, staff, and community.
- Ability to manage projects from beginning to end.

### Performance Responsibilities

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#### Maintenance Manager Duties:

1. Assume responsibility for the comprehensive overall planning and scheduling of maintenance and repair of the building, including preventative maintenance.
2. Establish appropriate maintenance, grounds keeping, security, and custodial requirements.
3. Perform a building security walk-around at the start of each workday.
4. Responsible for appropriate bidding for contracted jobs and presenting bids to building administrators as needed.
5. Project management and oversight of all contracted vendors for building and grounds.
6. Must ensure a clean, safe working environment using safe working practices.
7. Must be able to prioritize and evaluate work orders, as needed, and maintain history.
8. Must be willing to continue education and training in custodial, maintenance, transportation, and mechanical repairs, as needed.
9. Authorize purchases in accordance with budgetary limitations and district rules.
10. Approve and submit invoices, purchase orders, and check requests to Business Office.
11. Maintain necessary records and prepare required periodic reports.
12. Establish requirements and schedules for mowing, plowing, salting, and shoveling operations.
13. Ensure all equipment is in a safe and operating condition.
14. Determine and establish detailed specifications pertaining to supplies, materials, equipment, and local contract work.

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15. Management of facility key inventory and distribution system.
16. Represent the school as its Asbestos Inspector/Management planner and oversee all asbestos related operations.
17. Maintain interior and exterior bleacher and intercom systems.
18. Set up and take down items for school assemblies and school events in the gymnasium and cafeteria, as directed.
19. Perform monthly and annual building inspections, oversee state-mandated inspections, and provide results to administration. Maintain records as required.
20. Perform other maintenance duties as may be assigned by the Principal/Athletic Director.

#### **Transportation Manager:**

1. Ensure school fleet conforms to all state laws and regulations regarding school transportation.
2. Plan and implement an ongoing maintenance program for all school-owned vehicles and equipment.
3. Drive assigned routes when required.
4. Perform other transportation duties as may be assigned by the Principal/Athletic Director.

#### **Physical Requirements and Work Environment**

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This position requires physical exertion and includes, but is not limited to, kneeling, crawling, stair and ladder use, and lifting up to 75 pounds. Individuals must be capable of working in all temperature and weather conditions.

#### **Evaluation**

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Job performance will be ongoing and evaluated annually. Written feedback will be given on job strengths and areas of improvement. Evaluation will be performed by school administrator.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This job description is for informational purposes only and does not constitute an offer of employment*