

**Region 10 Technical High School
Head Custodian/Bus Driver Job Description**

Responsible To: Superintendent/Director and Assistant Director, Region 10 Technical High School

Supervises: Maintenance and Bus Driver staff, Region 10 Technical High School

Job Goal: To provide a safe, well-maintained, and attractive facility for students, staff, and the community, and to ensure safe and timely student transportation

Performance Responsibilities:

1. Is on 24 hour call for emergency and maintenance needs of the building.
2. Maintains a State of Maine School Bus Driver license and transports students as needed in a safe and timely manner.
3. Keeps Superintendent/Director informed on matters related to overall safety and operating condition of facility.
4. Performs daily walk-through of facility, including morning security check. Completes daily sign-off logs. Have primary responsibility for operation of heating and ventilation systems, cleanliness and safety of facility, general repairs or the reporting and contracting for general repairs, care of the grounds, snow removal, and salting/sanding for ice removal.
5. Initiates work orders for maintenance and inspections beyond capability/licensure of maintenance staff and participates in supervision of such contracted work.
6. Maintains all school vehicles to Maine State standards.
7. Supervises maintenance staff: Defines tasks, sets standards for acceptable work, and assigns and supervises work of maintenance staff. Assigns coverage for facility use after school hours. Ensures that maintenance staff performs evening security checks. Completes annual evaluations of maintenance staff.
8. Reviews and signs maintenance staff time sheets.
9. Participates in process for filling vacancies on maintenance staff and is responsible for training new staff.
10. Prepares a budget, including ordering and maintaining inventory, and maintains associated paperwork. Maintains MSDS binder.
11. Provides leadership and liaison with public safety departments for all safety/emergency drills.
12. Identifies and corrects safety concerns. Ensures maintenance staff follows safety procedures.
13. Identifies situations resulting in energy loss and reports these issues to Director.
14. Maintains strong relationships with students, staff, and the community.

Qualifications

1. High School diploma or equivalent
2. Maine Department of Education Background Check successfully completed
3. Maine Bus Driver License (or ability to obtain) and clean driving record
4. Strong interpersonal skills (works well with students, staff, and public)
5. Prior supervisory experience
6. Prior experience in maintenance or related work
7. Computer and paperwork skills
8. Pre-employment physical