



Flour Bluff Independent School District Job Description

JOB TITLE: Assistant Director of Maintenance and Operations

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 240

REPORTS TO: Executive Director of Operations and Chief Financial, Business and Operations

DATE REVISED: 01/2025

PRIMARY PURPOSE:

- Provide assistance, coordination, and leadership in all matters relating to areas that maintain district facilities in a condition of operating excellence and safety to ensure optimal educational use. Coordinate the day-to-day operations of the Transportation Department and maintain appropriate record-keeping as required by federal, state, and local agencies for all applicable regulations and legislation.

QUALIFICATIONS:

Education/Certification:

- Bachelor's degree
- Master's degree, preferred.
- Working knowledge of local, state, and Federal Agency codes.
- Valid Texas Driver's License

Special Knowledge/Skills:

- Experience in management and personnel.
- Experience in project management.
- Effective verbal and written communication with all staff, district administrators, and the public.

- Experience in long-range planning.
- Ability to manage budgets and personnel.
- Ability to remain calm in stressful situations.

Experience:

- Experience in school maintenance and operations.

MAJOR RESPONSIBILITIES AND DUTIES:

1. Coordinate with the Executive Director on the daily operations of the district.
2. Assist Supervisors in all departments on personnel matters and training.
3. Assist Executive Director in supervisor evaluations.
4. Assist in all special and department project management activities as well as building and landscape modifications.
5. Provide communication updates as necessary with department and district staff.
6. Assist the Executive Director with budget and long-range facility planning.
7. Provide assistance, coordination and oversight of department software programs.
8. Create and maintain weekly status reports for the Executive Director.
9. Assist with walk-through inspections.
10. Assist the Executive Director in preparing reports and presentations.
11. Attend trainings, workshops, and conferences to stay current with code compliance, technologies, and operational techniques.
12. Ability to use technology to plan, operate, monitor, and evaluate transportation operations.
13. Strong organizational, communication, and interpersonal skills.
14. Oversee preparation and updating of bus routes and schedules for all schools in district and develop plans to meet future transportation needs.
15. Monitor fuel deliveries and distribution.
16. Develop and administer budget based on documented needs and ensure operations are cost effective and funds are managed wisely.
17. Implement district's student discipline policies and ensure expectations about appropriate behavior when using district transportation are communicated to students.
18. Enforce student discipline and suspension of riding privileges for any student who violates rules and regulations.
19. Investigate reported concerns and take appropriate action to resolve issues.
20. Enforce safety standards that conform with state, federal, and insurance regulations and develop a program of preventive safety.
21. Assess road conditions and hazards and advise administration about inclement weather conditions that may result in delayed starts or the closing of schools.
22. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.
23. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including computer and peripherals; district vehicle.

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 flexion/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; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel.

Mental Demands:

Maintain emotional control under stress.

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.