

COVERT PUBLIC SCHOOLS  
35323 M-140 HIGHWAY  
COVERT, MICHIGAN 49043  
[www.covertps.org](http://www.covertps.org)

Vision – Covert Public Schools empowers diverse students to achieve, innovate and lead in our global community.

Mission – Help students construct knowledge; using research based strategies in a safe supported environment that nurture innovators and problem solvers to develop practical skills, scientific knowledge and entrepreneurship to challenges.

POSITION: Transportation & Maintenance Supervisor

Salary – Up to \$49,000 (salary will be based on knowledge, skill and education)

**GENERAL:**

The Transportation & Maintenance Supervisor shall be responsible for the Covert Public Schools transportation department and building maintenance services ensuring that these departments operate in a safe and efficient manner in conjunction with the Districts policy's and bylaws. The Transportation & Maintenance Supervisor will be responsible for personnel and fiscal responsibility of these departments.

**QUALIFICATIONS:**

1. A minimum of an Associate's Degree
2. Demonstrated knowledge of the basic principles of construction, maintenance & employee safety.
3. Licensed bus driver without incident for a minimum of (10) ten years.
4. Must possess a high level of organizational skills with attention to detail.
5. At least five (5) years' experience in a supervisory capacity in either business or industry.
6. General Contractor's license preferred or willing to attend classes to obtain license.

7. Must have completed Capturing Kids' Hearts 1 & 2 training and promote EXCEL leadership practices.

Responsibilities:

1. Supervision of all personnel in the Transportation and Maintenance Department
2. Supervises daily operations of Transportation, keeping logs that detail accidents, complaints, mileage, student census, fleet general maintenance.
3. Works with VBISD or 3rd party mechanics as it relates to the maintenance & safety and inspections of entire fleet of vehicles based on state standards.
4. Prepares bus routes that are logical for the district.
5. Works with parents and district staff as it relates to behavioral disciplines & health concerns.
6. Purchasing agent for products in the area of transportation and property maintenance.
7. Responsible for the execution of a maintenance and repair program for all building and mechanical devices.
8. Oversees all 3rd party contracts as it relates transportation and maintenance and grounds.
9. Attend workshop and seminars to help improve overall safety
10. Assists the superintendent of schools, or her designee, to determine if weather conditions warrant closing school.
11. Conduct accident investigations and supervise accident reporting to appropriate law enforcement and insurance agencies.
12. Recommends, directs and inspects all improvements, and renovations, or repair work performed by outside contractors and verifies that the terms and conditions of all such contracts have been fulfilled.

Other Duties and Responsibilities:

1. Any additional duties & responsibilities deemed necessary by Superintendent.
2. The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

ADDITIONAL WORKING CONDITIONS:

1. Observe all rules & regulations as set by Board of Education & Health Department.

All interested persons please submit résumé to:

Covert Public Schools

Attn: Darryl Williams

35323 M-140 Highway

Covert, MI 49043

Or submit résumé via email to [williamsd@covertps.org](mailto:williamsd@covertps.org)

Dr. Bobbi Morehead, Superintendent

POSTING PERIOD: 6-5-18

POSTING END DATE: 06-13 -18