

Job Title: Transportation/Maintenance Supervisor
Bonita Elementary School District #16

Position Type: Full-time

Application Deadline: Open Until Filled

About Us:

Bonita Elementary School District #16 is a community committed to excellence in education and the well-being of our students. We are currently seeking a proactive and hands-on individual to join our team as a Transportation/Maintenance Supervisor. In this dynamic role, you will oversee transportation services and facility maintenance, contributing to the smooth operation of our district.

Responsibilities:

Transportation:

- Manage day-to-day operations of the school transportation system, including route planning, scheduling, and driver supervision. This may include you as a driver, depending on driver availability.
- Ensure strict adherence to local, state, and federal regulations governing school transportation.
- Conduct regular inspections and maintenance checks on school buses.

Facility Maintenance:

- Take a proactive approach in identifying and addressing facility maintenance needs promptly.
- Oversee routine maintenance tasks, including repairs and groundskeeping.
- Collaborate with external contractors and the state School Facilities Board for specialized maintenance projects.

Supervision of Inmates:

- Manage and supervise inmates involved in maintenance and facility improvement and daily care.
- Provide clear instructions, monitor work progress, and ensure compliance with safety protocols.
- Foster a positive and productive working environment.

Self-Motivated Approach:

- Demonstrate a proactive and self-motivated approach to identifying and addressing maintenance needs.
- Prioritize tasks efficiently and work independently to ensure the smooth operation of transportation and maintenance services.

Budget Management:

- Collaborate with the administration to develop and manage transportation and maintenance budgets.
- Monitor expenses, identify cost-saving opportunities, and ensure budgetary compliance.

Qualifications:

- High school diploma or equivalent.
- Minimum of 3-5 years of experience in transportation and facility maintenance.
- Strong knowledge of federal and state regulations governing school transportation.
- Experience with budget management and financial accountability.
- Excellent leadership, communication, and interpersonal skills.
- CDL (Commercial Driver's License) with appropriate endorsements required.

Benefits:

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance options.
- AZ State Retirement
- Professional development opportunities.

How to Apply:

Interested candidates should submit a resume, cover letter, and three professional references and a completed Classified Employment Application (found on www.bonitaesd.com) to our school secretary at sturner@bonitaesd.com. Please include "Transportation/Maintenance Supervisor Application" in the subject line.

Bonita Elementary School District #16 is an equal opportunity employer.