



## GILA CROSSING COMMUNITY SCHOOL JOB ANNOUNCEMENT

**Date:** October 27, 2009

**Department:** Transportation/Facilities

**Reports to:** Executive Director

**Hours:** 6:00 to 4:00pm

**Closing Date:** Open Continuous

**Position Description:** Trans/Facilities Manager

**Location:** Elementary/Middle Campus

**Schedule:** Monday-Friday

**Administration Salary:** \$42,000-58,500 (Step 1-12)

---

**Overview:** This position is primarily responsible for overseeing facility operations, transportation and school grounds for all campuses. This position is expected to be on call at all times when emergencies arise. The position will be expected to make the necessary decisions to assure a safe environment for all students, staff, parents and community members entering school grounds.

### **Qualifications and Abilities:**

1. Must provide a current Arizona Finger Print Clearance Card.
2. Must have a valid Arizona Drivers license and provide an EZ MVR-Arizona 39 month record when operating a school vehicle.
3. Must have a CPR and First Aide Certification, or ability to obtain such certification prior to commencement of employment.
4. Must pass all drugs and background checks as required for employment at Gila Crossing Community School.
5. High School Diploma or equivalency Certificate (GED).
6. Must possess current and valid Arizona CDL Driver's license and a Student Transportation Certification.
7. Must have at least 8 years of specialized experience related to facilities management and supervision.
8. Knowledge of electrical and maintenance practices and tools; knowledge of electrical and mechanical safety procedures.
9. Must pass a regular physical, visual, and hearing examination. Must be able to maintain emotional calm in periods of emergency.
10. Must have good oral and written communication skills.
11. Must acknowledge and agree to maintain a drug and alcohol free workplace as a condition of employment.
12. Must have some knowledge of custodial/facilities maintenance practices and tools. Possess skills related to custodial building and facilities maintenance.
13. Must exhibit sensitivity and respect for Gila River Indian Community language, culture, history, traditions, and people.
14. Conducts duties and responsibilities in accordance with the Gila Crossing Board of Trustee's approved Policies and Procedures, Personnel manual and other reporting policies and procedures of the tribe, state, and federal government.

**Duties and Responsibilities:**

- Maintain the entire school complex and grounds through proper management of staff and facilities operations.
- Assures that all safety rules and devices are in place for the protection of members of the school community, facilities and grounds.
- Takes immediate action to handle all emergencies that would create safety hazards and assures that the building administrator is properly informed as well as all emergency personnel such as fire and police staff.
- Monitor facility and transportation staff as to the completion of all duties and responsibilities as they relate to their perspective positions.
- Supervises and evaluates facilities and transportation staff and recommend training as deemed necessary.
- Prepare required reports for both vehicle operation and maintenance duties.
- Working knowledge of how to handle minor emergency situations as they relate to vehicle and building safety, security, and maintenance.
- Ability to maintain effective relationships with people varied economic, education and cultural backgrounds.
- Possess the ability to effectively develop contracts, work schedules and time lines with all contractors performing duties for the maintenance departments.
- Responsible for awareness of all timelines and facilities reports necessary for completion in a timely manner. (Transportation, GSA, FMIS, Construction completion etc.)
- Perform other duties as assigned.

**Physical Requirements:**

Extensive walking, pushing, stooping, heavy lifting, some climbing.

**Work Environment:**

Works both inside and outside for extended periods under all weather conditions.

**Terms of Employment:**

This is a contract position. Will work 8 hours per day; 12 months per school year.