

**Job Title:** Facility-Transportation Director

**Exempt-Status (Hourly/Salary):** Exempt/Salary

**Supervisor:** Head of School

**Purpose:** Under limited supervision the Facility Director will support the regular operations of the SRCA campus and transportation system.

### **Duties and Responsibilities**

- Direct the scheduling and operation of custodial team.
- Develops and executes approved maintenance projects.
- Determines the need for emergency renovation and complete as practical. When needed, secure professional services to address needs and provide adequate supervision on behalf of SRCA.
- Initiates action to correct or repair damaged property.
- Maintains all records of repairs, renovations and scheduled preventative maintenance.
- Supervises and inspects all work performed by internal and external facility crews.
- Responsible for identification, planning, development, budgeting, and execution of projects associated with maintenance and repair of school facilities.
- Responsible for conducting and logging regular inspections and maintenance of each SRCA vehicle.
- Responsible for recruiting and staffing bus drivers.
- Maintains a transportation schedule including staffing drivers for daily routes, field trips, and sporting events.
- Work closely with Head of School to determine current and future needs for facilities and transportation.
- Works with local government agencies such as, building, health, fire, insurance, etc. to assure acceptable standards are maintained.

### **Eligibility Requirements**

- Exercise considerable independent judgment and initiative in performing assigned duties.
- Exercise tact and courtesy in contacts with school officials, co-workers, contractors and the general public.
- Bachelor's degree preferred.
- Must have or be willing to obtain Class B CDL with P endorsement.

### **Pay Grade**

NC Teacher Masters Pay Scale