



Kalamazoo Regional Educational Service Agency Job Description

Job Title:	Facilities/Transportation Coordinator
Reports To:	Deputy Superintendent
FLSA Status:	Non-Exempt
Prepared By:	Human Resources
Approved By:	N/A
Prepared Date:	02/2010
Modified Date:	09/2012

Summary: Provide required transportation training, information, and service coordination to our school districts. Keeps office and educational centers in clean and orderly condition by performing the following duties:

Essential Duties and Responsibilities:

- Grounds (lawn care, snowplowing, sidewalks, flower beds, etc.)
- All GRBS duties/expectations per RFP document
- Building Access and Security
- Conference set-up and coordination
- Custodial cleaning
- Supervision of day custodians at VCS, SC, WC, YOU
- Coordinator for custodial contractor
- Flag placement protocol
- Custodial equipment repair
- Custodial budget responsibilities
- Recycling
- Coordinate all bus driver training classes and activities
- Coordinate all transportation supervisor training classes and activities
- Coordinate all EATON training activities in defensive driving classes
- Coordinate all CDL/GDL activities and supervise trainers
- Coordinate drug testing program for bus drivers and supervisors according to regulations
- Teach beginning and continuing education classes for bus drivers
- Participate in all TAMM (Training Agency Association of Michigan) activities
- Participate in Kalamazoo County disaster committee activities
- Participate in MAPT/MSBO Transportation activities
- Serve as Region 14 representative
- Coordinate and chair Transportation Supervisor monthly meetings
- Serve on Kalamazoo RESA Safety Committee
- Respond to requests from parents, bus drivers, supervisors, and district administrators
- Review bus stops upon request from districts
- Coordinate and provide bus driver professional development for districts
- KRESA contact for VersaTrans Routing Software (exception: technical issues)
- Transportation department budget responsibilities
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

High school diploma or general education degree (GED), or one to three years related experience and/or training; or equivalent combination of education & experience. Facilities maintenance certifications and or Department of Transportation training is preferred.

Certificates, License, Registration:

If applicable

Other Skill & Abilities:

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Delegates work assignments as appropriate

Keep administrator abreast of department activity

Works in a team oriented fashion

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Ability to write reports, correspondence, policies and procedures

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Develops strategies to achieve department goals

Performs duties as workload necessitates

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

Directly supervises 4 employees in the Custodial Group; Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is frequently required to stand; walk and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually moderate.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002