



McClave School District

Excellence • Honesty • Integrity • Respect

Mission - McClave School District is dedicated to fostering the individual student's intellectual and emotional needs by developing self-esteem and self-awareness in a welcoming environment that is safe and secure. Students will develop a passion for learning, the mastery of basic skills, and the ability to solve problems in a more global nation while exploring new and challenging curricula. McClave Schools will provide opportunities for students to attain their highest potential in reaching challenging goals and accomplishing achievements in their quest for success, nature, and character.

McClave School District is highly interested in speaking with candidates who:

- ★ Embrace the Mission of McClave School District and faithfully strive to implement it daily.
- ★ Demonstrate Enthusiasm for our Core Values of Excellence, Honesty, Integrity, and Respect.
- ★ Desire an Opportunity to be part of a highly professional team dedicated to serving the students of this rural community and providing

The Assistant Transportation Maintenance position will:

- ★ Assist in the maintenance of school buildings and mechanical equipment in a clean, safe, efficient professional manner in order to support the education program of the district.
- ★ Oversee transportation equipment and processes to support the education and activities programs of the district
- ★ This is an at-will, classified position in the district.

Qualifications:

1. Previous experience in building maintenance and janitorial functions
2. Experience in transportation maintenance.
3. High school diploma or GED
4. Ability to work with administration and staff in scheduling and communicate changes and updates in a timely manner.
5. Ability to negotiate effectively with vendors and suppliers on all levels
6. CDL preferred.

Position Details:

1. Coordinate with the district transportation secretary to schedule services.
2. Trip-ready large buses, small buses, and other district vehicles.
3. Fuel buses and check all fluid levels including oil, and coolant weekly.
4. Wash and clean the interior and exterior of buses weekly.
5. Schedules and ensures completion of timely maintenance of district vehicles.
6. Maintains district transportation records in compliance with CDE regulations, in cooperation with the district transportation secretary.
7. Develops a system for dealing with emergency repair problems with efficiency.
8. Consults with the superintendent on major repairs and fleet needs.
9. Prepares reports on costs of work done, materials used and labor expended for submission to the superintendent.
10. Works with district transportation secretary to advise on hiring of outside services to perform repair and inspections.
11. Establishes and maintains ethical business relations with vendors and suppliers at all times.
12. Assists the Director of Maintenance with grounds and facilities as assigned.
13. Attends appropriate staff meetings.
14. Attends school board meetings as needed.
15. Assists the superintendent in future planning to meet the needs of the district.
16. Assumes other duties as assigned by the superintendent.

Terms of Employment: This is an at-will, classified position. Pay scale can range from \$13.46 to \$19.26 hourly (See Maintenance Wage Schedule). Those that hold a CDL will be compensated at a higher pay scale.

Position begins as soon as filled.

**If interested, please send a resume and application to: employment@mcclaveschool.org
Application may be found under the employment tab of the school website.**

McClave School District is an equal opportunity employer and does not discriminate on the basis of any status protected by law or regulation.