

# **Galion City Schools Job Description**

**TITLE:** FACILITIES AND TRANSPORTATION WORKER

## **GENERAL DESCRIPTION:**

The Facilities & Transportation Worker performs a wide variety of duties to support the safe and efficient operation of the district. Responsibilities include the safe transportation of students, custodial care and cleaning of facilities, and maintenance of buildings, equipment, and grounds. This position ensures that district facilities and transportation services are maintained in excellent condition to provide a safe, clean, and welcoming environment for students, staff, and the community.

**TERMS OF EMPLOYMENT:** Salary/hours established by the board

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Director of Operations  
Supervisor of Transportation  
Or designee

**LAST REVISED:** September 2025

## **QUALIFICATIONS:**

1. High school graduate or equivalent.
2. Satisfactorily pass BCI and FBI background checks (with required updates every five years).
3. Capable of performing skilled maintenance and custodial tasks, including knowledge of HVAC, electrical, plumbing, carpentry, and groundskeeping
4. Physically qualified per state and district requirements (O.A.C. 3301-83-07) for transportation duties.
5. Ability to lift 50–75 pounds and perform heavy labor over sustained periods.
6. Good moral character, reliable attendance, and ability to work cooperatively with staff, students, and the public.
7. Ability to cope with stressful situations and demonstrate sound judgment, including with students with disabilities
8. Experience with custodial, maintenance, or transportation operations preferred.
9. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
10. Demonstrates a sincere desire to aid all students.

## **ESSENTIAL FUNCTIONS:**

### **General**

1. Maintains respect at all times for confidential information.
2. Cooperates with staff.
3. Responds to calls related to building security or other emergencies whenever possible and, if unable to do so, relay calls to the principal, Director of Operations, or other appropriate person.
4. Works in cooperation with maintenance personnel.
5. Demonstrates the ability to organize tasks to completion.
6. Identifies, analyzes, and solves problems.

7. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
8. Is open to change and willing to be involved in the change process.
9. Attends scheduled meetings of the department or school system.

#### **Transportation Duties**

10. Safely operate a school or district vehicle in compliance with state laws and Board policies.
11. Maintain established routes, stops, and schedules, reporting hazardous conditions or needed changes.
12. Conduct daily pre-trip inspections and ensure vehicles are in safe, clean operating condition.
13. Maintain discipline and student safety on the vehicle, implementing PBIS strategies where required.
14. Report accidents, incidents, or violations promptly and accurately.
15. Provide transportation for field trips and extracurricular activities as assigned.

#### **Custodial Duties**

16. Perform daily cleaning of assigned areas, including but not limited to classrooms, restrooms, offices, hallways, and common areas.
17. Sweep, mop, scrub, wax, and vacuum floors; clean furniture, fixtures, windows, and walls.
18. Sanitize restrooms and replenish supplies.
19. Remove trash and debris from buildings and grounds.
20. Secure buildings by locking/unlocking and setting alarms as required.
21. Assist with set-up, tear-down, and clean-up for building rentals, athletic events, and special activities.

#### **Maintenance Duties**

22. Conduct preventative and corrective maintenance of school facilities, grounds, and equipment.
23. Troubleshoot and repair systems such as HVAC, plumbing, carpentry, electrical, and mechanical equipment.
24. Perform minor painting, landscaping, snow removal, and seasonal grounds maintenance.
25. Assist with transporting furniture, equipment, and supplies.
26. Maintain accurate records of maintenance activities and report needs to supervisors.
27. Respond to emergency maintenance or facility issues, sometimes outside of normal working hours.
28. May be required to work flexible hours for sporting events, snow removal, or other unscheduled activities.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

#### **ADDITIONAL WORKING CONDITIONS:**

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

#### **EVALUATION:**

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Date of Signature: \_\_\_\_\_