



## Nazareth Independent School District

101 South 1<sup>st</sup> Street • PO Box 189

Nazareth, Texas 79063

Phone: 806-945-2231 • FAX: 806-945-2431

Date: February 2, 2023

ISD/School: Nazareth  
Job Title: Assistant Maintenance/Transportation  
Level: All (PK-12)  
Position: Assistant Maintenance/Transportation  
Commitment: Full Time or Part Time-260 Days  
Salary Range: Salary based on experience or related experience

Contact: Dr. Kara Sue Garlitz  
[kara.garlitz@nazarethisd.net](mailto:kara.garlitz@nazarethisd.net)

Applications: [www.nazarethisd.net](http://www.nazarethisd.net)

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Nazareth, TX 79063

Nazareth ISD seeking individual full-time or part-time assistant maintenance/transportation. Salary based on experience or related experience.

- \*Paid holidays (10 days per year)
- \*Paid sick/personal leave (10 days per year)
- \*Two weeks paid vacation after 12 months of employment with NISD
- \*District contribution toward health insurance premium

### **Primary Duties:**

Manage district's maintenance and custodial operations. Maintain physical school plant in excellent operating condition to ensure full educational use at all times. Provide a physical environment that is functional, safe, clean, and attractive.

Manage district's transportation operations. Ensure safe and efficient operation of transportation department. Oversee maintenance of all district-owned vehicles.

Responsible for the district integrated pest control management program. Oversee and apply pesticides and herbicides according to the district pest management policy.

Responsible for the maintenance of the district asbestos management plan. Oversee the inspections and surveillance of identified asbestos-containing materials.

Willingness to assist food service when needed to ensure continuity of services to our students.

### **Education/Certification:**

- \*High school diploma or GED
- \*Hold or willingness to acquire clear valid Texas commercial driver's license with Passenger (P) and School Bus (S) endorsements
- \*Hold or willingness to acquire valid Noncommercial Certified Applicator license granted by the Texas Department of Agriculture (TDA)
- \*Hold or willingness to acquire Asbestos Coordinator training accredited by an Environmental Protection Agency (EPA) or approved course and licensed by Texas Department of State Health Services (TDSHS)

### **Special Knowledge/Skills:**

- Knowledge of basic principles of construction, school plant maintenance, and custodial operations
- Knowledge of methods and materials for pest control and TDA regulations
- Knowledge of legal requirements related to asbestos and the management plan
- Knowledge of energy management and vehicle repair and maintenance
- Ability to manage operations of bus/vehicle fleet
- Ability to conduct on-site inspection of district facilities
- Ability to conduct on-site inspections of all vehicle repair and maintenance
- Ability to pass US Department of Transportation alcohol and drug tests and annual physical exam
- Ability to manage personnel
- Ability to implement policy and procedures
- Ability to interpret data, read blueprints and schematics
- Ability to use technology to operate, monitor, and evaluate operations
- Ability to operate pesticide application equipment
- Ability to perform manual labor including able to lift at least 50 lbs
- Strong organizational, communication, and interpersonal skills