



# New Riegel Local Schools

---

*“Quality Education in a Small School Setting”*

## Position Vacancy Announcement

Position: Transportation Supervisor/Assistant Maintenance, 260 day contract  
Deadline: April 11, 2025, 3:00 p.m.  
Contact: David Rombach, Superintendent  
New Riegel Local School District  
44 North Perry Street  
New Riegel, OH 44853  
[drombach@newriegelschools.org](mailto:drombach@newriegelschools.org)

## Additional Information:

### Qualifications:

- Valid Ohio driver’s license.
- A record free of criminal violations that would prohibit public school employment.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Exemplary personal behavior, high moral character and good attendance record.
- Minimum age of 18 and a high school diploma or GED.
- Ability to make clear and comprehensive reports.
- Willingness to work and assume responsibility, conscientious, will develop and improve his/her proficiency.
- Ability to adhere to timelines, due dates and schedules.
- Have a belief in education and a concern for children.
- Ability to work cooperatively with others.
- Sufficiently skilled, experienced and/or trained in automotive mechanics to understand the vehicle, be adequately equipped to follow a definite plan which is thorough, systematic and adequate.
- Current valid CDL-at least class B with Passenger and School Bus endorsement.
- Ability to follow instructions/directions.
- Ability to operate a computer, navigate computer systems, input data, etc.
- 

General Description: Performs custodial work required for the care, maintenance, protection and preservation of the assigned building(s), its contents and grounds; maintain and provide for a safe and reliable bus fleet, which in addition to emergency repairs, will include regular, periodic and preventive inspection and maintenance procedures to reduce the frequency for repairs and lower the cost of operation and maintenance; assist with checking road conditions.

*“home of the blue jackets”*

[www.newriegelschools.org](http://www.newriegelschools.org)

44 North Perry Street – New Riegel, Ohio 44853  
(419) 595-2265



# New Riegel Local Schools

---

*“Quality Education in a Small School Setting”*

## Essential Functions:

- Performs and is directly responsible for the cleaning and maintenance of the building, its equipment and all phases of custodial-cleaning duties.
- Develops and ensures proper function of work, inspection, maintenance and cleaning schedules in cooperation with supervisor or designee.
- Assists in the removal of snow as requested by the maintenance supervisor.
- Assists in maintenance of grounds; mowing, mulching etc.
- Removes debris from walks, ramps, steps and entryways.
- Helps unload trucks, receives, checks and stores supplies.
- Does required tasks such as sweeping, mopping floors, waxing, emptying and cleaning waste receptacles, trash and pencil sharpeners, refilling towel and soap dispensers and toilet tissue, removing cobwebs, cleaning windows, dusting and polishing furniture and woodwork, cleaning dry boards.
- Keeps building(s) and recreation area in a neat and presentable fashion.
- Maintains the required supplies and equipment to perform assigned duties.
- Cleans, maintains and stores custodial equipment and materials.
- Reports areas that need special maintenance or cleaning to the supervisor.
- Assists in moving and arranging furniture and equipment.
- Make minor repairs to building, furniture, equipment and so forth; report the need for other repairs to the supervisor.
- Replenishes supplies in restrooms, classrooms, offices, etc.
- Works cooperatively with other staff members, student’s cleaners.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
- Maintains equipment at all times.
- Establishes and maintains a program of preventative maintenance.
- Schedules, services and inspects buses and other board-owned vehicles on a regularly scheduled basis, making repairs as needed.
- Has access to and knows how to use the Owners and Driver’s Manual and the Service Manual provided by the vehicle manufacturer.
- Is responsible for the bus maintenance program and will have all buses ready for the annual inspection by the Ohio Highway Patrol.
- Maintains an inventory of necessary bus supplies and equipment.
- Maintains adequate bus cost recordings.
- Promotes good public relations with those whom he/she works with through personal appearance, attitude and conversation.

*“home of the blue jackets”*

[www.newriegelschools.org](http://www.newriegelschools.org)

44 North Perry Street – New Riegel, Ohio 44853  
(419) 595-2265



# New Riegel Local Schools

---

*“Quality Education in a Small School Setting”*

- Approve/disapprove of school buses for immediate use and approve repairs and replacements of parts as necessary.
- Take in-service training courses where possible and practicable.
- Supervises and keeps records and makes reports as required:
  - All buses: tune-ups, tires, brakes, oil changes, clutches, safety equipment, etc.
  - Garage equipment.
  - Child count and other required State reports
- Order all replacement parts for buses, chassis and gear lubrication, motor oil, anti-freeze, batteries, gas and oxygen, radiators, heater cores, gasoline, etc., using accepted purchasing procedures, purchase order numbers, etc., as authorized by the supervisor/superintendent.
- Supervises the record keeping for all buses and maintenance.
- Estimate damage to buses caused by accidents; files appropriate report.
- Place bus first-aid equipment, fuel sheets, etc. in each bus.
- Responsible for going out on all bus breakdowns.
- When inspection is over, assistance will be given to the general maintenance program as directed.
- Serve as custodian for all board-owned bus equipment.
- Schedules all trips; educational trips, athletic events, etc. through the master calendar system.
- Assigns trips to drivers in a fair and systematic way.
- If no drivers are available will drive any routes or trips.
- Will be compensated for any hours worked in the capacity of bus driver outside of the normal work day (6:30 am - 3:00 pm) at the normal bus driver rate.
- Distributes appropriate paperwork to drivers.
- Shall attend August and monthly county NCOESC bus driver training as directed.

Interested candidates are urged to submit application materials including a current resumé and an application via email or U.S. Mail as soon as possible. Applications are available at [www.newriegelschools.org](http://www.newriegelschools.org) under the employment tab on the front page of the school website.

*“home of the blue jackets”*

[www.newriegelschools.org](http://www.newriegelschools.org)

44 North Perry Street – New Riegel, Ohio 44853  
(419) 595-2265