



KAHLOTUS SCHOOL DISTRICT
100 West Martin Street
Kahlotus, WA 99335

Classified Job Description
Maintenance & Transportation Supervisor
2026-2027 School Year

POSITION TITLE: Maintenance (5 hours/day), Transportation Supervisor (3 hours/day), 1.0 FTE
LOCATION: Kahlotus School District
DATE POSTED: March 20, 2026
DATE CLOSES: April 20, 2026
START DATE: July 1, 2026
SALARY RANGE: \$24.79-34.19 per hour DOE

MINIMUM QUALIFICATIONS:

- * High School Diploma or equivalent
- * Ability to communicate clearly and work effectively with administration and staff
- * Demonstrated punctuality and an excellent work attendance record
- * Ability to establish and maintain professional, cooperative, working relationships with vendors
- * Experience in transportation operations, fleet management, or logistics.
- * Knowledge of transportation safety practices and regulatory requirements.
- * Basic, working knowledge of heating/cooling (HVAC), electrical, water systems, irrigation & grounds
- * Valid Washington State driver's license and good driving record
- * Equipment maintenance and mechanical ability
- * Ability to perform heavy outside duties in all types of weather
- * Ability to manage schedules, routes, and operational logistics.

PREFERRED QUALIFICATIONS:

Associate degree or two-year technical certificate in Construction, Carpentry, Heating, Ventilation & Refrigeration, Plumbing, or similar journal level trade AND three (3) years of experience in building maintenance including two (2) years of journey level work in one or more of the mechanical, electrical, plumbing or electronics trades; OR any equivalent combination of education and experience which provides knowledge, skills, and abilities sufficient to successfully perform the essential duties of the job.

- Experience in school transportation or public-sector transportation systems.
- Knowledge of Washington State student transportation funding and OSPI reporting requirements.
- Commercial Driver's License (CDL) with appropriate endorsements or ability to obtain.
- Experience supervising staff.

PRIMARY RESPONSIBILITIES:

- Performs various tasks in the areas of mechanical, electrical, plumbing, and general building maintenance including major overhauls as needed
- Perform routine groundwork such as mowing, sweeping, edging and trimming
- Spraying, planting, seeding and applying fertilizer/herbicides at proper times and rates
- Snow plowing and snow removal from walkways and parking areas, knowledge and application of deicing
- Assessment, recognition and repair of irrigation system malfunctions
- Performs corrective repairs on boilers, heat pumps, motors, HVAC systems, thermostats, and low voltage equipment, and fire or security alarm systems including security door controls
- Maintains records and completes work orders

- Serves as a project leader requiring lay out of work, fabrication of controls, fixtures or parts, setting up of equipment, and major overhauls/construction/repair
- Performs other duties as assigned, including maintenance utility work and delivery
- Drive routes when needed to substitute for drivers
- Plan, coordinate, and supervise daily student transportation operations.
- Develop and maintain efficient bus routes and schedules to safely transport students to and from school and school-related activities.
- Ensure transportation services comply with Washington State transportation regulations and OSPI requirements.
- Monitor and adjust routes based on enrollment changes, road conditions, and student needs.
- Investigate transportation incidents and accidents and prepare required reports.
- Maintain required documentation for driver qualifications, certifications, and training
- Oversee maintenance and inspection schedules for school buses and transportation vehicles.

EXPECTATION FOR CONTINUED EMPLOYMENT:

- Employment is contingent upon passing the Washington State Patrol and Federal Bureau of Investigation Criminal Background Check.
- Maintain consistent presence in assigned role and regular work hours
- Comply with all district policies and safety procedures
- Must follow supervisory directions and employ personal initiative when necessary
- Demonstrated exemplary customer service and responsiveness
- Must complete required training hours and certification for job-related tasks
- Must maintain CDL and bus driving certification
- First Aid/CPR training and certification

This position is rated as Heavy Work: Exerting up to or in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects

BENEFITS

- Medical, dental, vision and other insurance coverage as provided in School Districts insurance programs
- Normal holidays granted to public employees in Washington State
- Sick leave of up to 12 days
- Personal leave of up to 2 days

REQUIREMENTS TO APPLY:

- The completed application for Kahlotus School District will include:
 - Classified Application (can be found at: <https://www.kahlotusd.org/general-6>)
 - Cover Letter
 - Resume
 - *Current employees need only present a letter of interest
- For additional information please contact Dr. Andie Webb, Superintendent at 509-282-3338 or by email: andie.webb@kahlotusd.org
- Housing may be available from the district
- Closes April 20, 2026

Nondiscrimination, Title IX & Section 504: Kahlotus School District 056 complies with all federal rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boys Scouts and other designated youth groups. Inquiries regarding compliance/grievance procedures may be directed to the school district's Title IX Officer, Section 504/ADA Coordinator, and Civil Rights Coordinator, Mark F Bitzer at 509-282-3338, PO Box 69 Kahlotus WA 99335