

FLSA Status: Full-Time; Non-Exempt  
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Job Title: **Facilities Coordinator/Driver**  
Reports To: Facilities & Transportation Manager  
Prepared Date: Revised 2/2026

### **Summary:**

The Facilities Coordinator/Driver supports daily school operations by providing safe and reliable student transportation, maintaining facility functionality, and assisting with events and operational needs. This role requires strong communication skills, attention to detail, and the ability to balance transportation responsibilities with facility support tasks throughout the day.

### **Essential Duties and Responsibilities:**

- Report on time daily at 7 am; lunch break from 12:30-3:00 pm; shift ends around 5:30 pm after returning from route
- Drive AM and PM routes.
- Assist the Transportation & Fleet Coordinator with fueling, vehicle clean-up, and checking for maintenance issues or safety concerns.
- Maintain consistent communication with supervisors, reporting vehicle problems and other concerns promptly.
- Manage behavior issues on transportation as they arise and complete incident reports according to Positive Tomorrows' procedures.
- Assist Facilities & Transportation Manager and Transportation Fleet Coordinator with managing transportation routing software.
- Set up and take down meeting and training spaces, including professional development sessions and any additional meetings as requested.
- Pick up mail, EHS/HS food, and other food donations, when needed.
- Assist Facilities and Transportation Manager with the daily operations of the facility. Duties to include but are not limited to; assembling items as needed, repairing items, replacing light bulbs, room setup, filter changes and assisting with removing trash and boxes (including Kitchen) to dumpster.
- Assist with daily monitoring and updating of Preventative Maintenance schedule
- Monitor [maintenance@positivetomorrow.org](mailto:maintenance@positivetomorrow.org) for maintenance/cleaning requests; notify manager and respond when appropriate; Immediately notify Operations Floater/Driver of any custodial requests.
- Stay in regular communication with the rest of the operations staff, checking email and mailbox regularly
- Cover reception desk while receptionist takes 30 min lunch, and as needed.
- Special projects as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge and ability to perform maintenance tasks such as building and repairing items
- Current CDL class A, B with passenger and school endorsements or willing to obtain CDL within 6 months of employment, while driving van
  - An individual must possess a Commercial Driver License (“CDL”) to legally drive and operate a school bus. CDL holders are regulated by state and federal law. While medical marijuana has been legalized in Oklahoma, federal law does not make an exception for possession or use of medicinal marijuana by an individual with a CDL. In fact, CDL holders are prohibited from failing a drug and alcohol test due to the fact they are in a “safety-sensitive” position. The U.S. Department of Transportation’s drug and alcohol testing regulations do not authorize medical marijuana use under a state law to be a valid medical explanation for a transportation employee’s positive drug test result.

Further, while Oklahoma employers may not make adverse hiring decisions based solely on an individual’s status as a medical marijuana license holder, an employer may make a hiring decision based on the fact that an applicant is not qualified for a certain position (i.e., school bus drivers must possess a valid CDL and provide a negative drug screening in order to be qualified). Finally, drivers who are required to have a CDL could be subject to random drug testing.

- Clean driving record
- 25 years of age or older
- High school diploma or GED required.
- Knowledge of Oklahoma City streets.
- Ability to keep children under control and safe.
- Ability to observe safety and security procedures and to comply with policies.
- Ability to read and interpret written information; ability to write clear statements and communicate orally.
- Must be able to do physical work and operate power equipment normally found in building operations.
- Strong attention to detail.
- Ability to follow schedules and keep commitments.
- Must be able to manage time efficiently and to work individually as well as within a team.

#### **Personal Characteristics:**

- Person of exemplary character who is deeply committed to Positive Tomorrows’ mission.
- Possesses good written and oral communication skills.
- Flexible, well organized and able to deal with frequent changes in daily tasks. Takes initiative.
- Collaborative, open and inclusive.
- Able to establish and maintain effective internal and external working relationships.
- Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

## Competencies:

To perform the job successfully, an individual should demonstrate the following competencies :

- Customer Service - Meets commitments. Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Team Work - Able to build morale and group commitments to goals and objectives.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.
- Adaptability - Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner.
- Safety and Security - Uses equipment and materials properly. Cares for self and others.
- Time Management – Particular attention must be paid to time management in an effort to efficiently coordinate and accomplish the diverse requirements of this position.

## Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be willing to work flexible hours, including evenings and weekends.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must possess a valid Oklahoma Driver's license, have reliable transportation and the ability to drive.
- Must be able to lift and carry 40 pounds.
- Must be comfortable with prolonged standing, walking, frequent bending, kneeling, pushing/pulling, stooping.
- Must be able to get up and down off the floor.
- Must be able to reach at or below shoulder level.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

7 am - 8:15 am	Drive AM route
8:30 am - 9 am	Review/respond to Email
9 am - 9:45 am	Pick up mail at post office
9:45 am - 12 noon	Maintenance tasks, etc
12 noon - 12:30 pm	Cover receptionist lunch break
12:30 pm - 3 pm	Lunch
3 pm - 5:30 pm	Drive PM routes