

Seneca County Board of Developmental Disabilities
780 E CR 20 * Tiffin, OH 44883 * 419-447-7521 * F: 419-448-5294

OPEN POSITION POSTING

June 23, 2026

Director of Facilities and Transportation
Contract/Exempt/Salary/Full-time/Unclassified
Seneca County Opportunity Center

JOB DUTIES INCLUDE*:

Develop, implement, maintain, and evaluate a systematic transportation system which includes schedules and routes that satisfy the needs of the Opportunity Center. Use appropriate judgment to provide ancillary transportation for trips, emergencies, and bus route driving. Complete and maintain accurate records and reports of route and passenger changes, and vehicle and employee statistics. Responsible for supervision of all assigned personnel; develop and perform training and orientations as required for new and existing staff. Maintain driver and aide certification including abstracts, physicals, CDL's, BCI's, First Aid and CPR, and behavior management certification. Review and approve staff assignments. Conduct staff meetings as appropriate. Assist with recruitment, hiring, and training of personnel. Recommends promotional, and/or disciplinary personnel action and conducts performance evaluations. Provide oversight of all facilities to include but not limited to utilities, building security, equipment/systems, maintenance and respond to emergencies. Coordinate telephone and computer cabling installations and changes with IT and building administrators as needed. Monitor vehicle radio communication for all transportation vehicles and respond to emergency calls or situations on a 24-hour basis. Coordinate, schedule, and perform vehicle diagnosis, repair, maintenance, and annual inspections. Participates in strategic planning, reviews and implementation of policies and procedures. Coordinate with superintendent to determine program delays and closing due to weather conditions and contact bus drivers and radio stations as necessary. Coordinates and oversees work plans with contractors and evaluates cost estimates and specifications for contracted work. Develops and manages an annual budget necessary for meeting assigned goals and objectives; oversees purchase of facility and/or transportation equipment and services as appropriate or required. Solicit contracts according to Board policy and public bidding laws for service necessary for the maintenance and improvement of Board facilities and grounds. Attend all management team meetings and monthly 169 board meetings. Serve as backup to transportation and custodial departments as needed. Perform other related duties as needed.

MINIMUM ACCEPTABLE QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or equivalent.
- Knowledge of safety and transportation regulations, fire and building codes.
- Five years of school bus or mass transit driving experience with respectable safety record.
- Knowledge or experience with diagnostic, maintenance, and repair duties of transportation vehicles.
- Experience or training on how to safely move or secure individuals or objects on transportation vehicles.
- Minimum 2 years of supervisory experience
- Current State of Ohio Commercial Driver's License with S & P and air brake Endorsements (School Bus).
- American Heart Association First Aid and CPR Certificate.
- Successful completion of a physical ability test, drug screen and background check.

COMPENSATION & BENEFITS:

- Salary commensurate with qualifications and experience
- Comprehensive benefit package includes medical, dental, vision and life insurance
- Participation in Ohio Public Employees Retirement System (OPERS)
- Tuition reimbursement for continuing education
- Vacation leave, sick leave, personal leave, paid holidays
- Health Savings Account and voluntary wellness program

INTERESTED APPLICANTS MAY APPLY BY APPLICATION, RESUME AND COVER LETTER TO:

SENECA COUNTY OPPORTUNITY CENTER
ATTENTION: TAWNY LEJEUNE
780 E. CR 20
TIFFIN, OHIO 44883

Or by email to

tlejeune@senecadd.org

Applications accepted until position is filled.

*A complete job description is available upon request.

The Seneca County Board of DD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.