

DIRECTOR OF TRANSPORTATION

DEFINITION

Responsible for planning, scheduling and supervising the district transportation system; the acquisition, maintenance and repair of district vehicles; and job-related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receive supervision from the Chief Business Officer. Supervise all transportation and vehicle maintenance personnel.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but, are intended to accurately reflect the principle job elements). Duties may include, but are not limited to the following:

Direct the planning, development and implementation of all transportation services assigned to the department. (E)

Provide Technical expertise, information and assistance to the Chief Business Official regarding transportation activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Chief Business Official of unusual trends or problems and recommend appropriate corrective action. (E)

Communicate with other administrator, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; confer with administrators regarding student behavior issues and disciplinary actions. (E)

Develop vehicle requirements and recommends type and specifications of vehicles to be purchased.

Analyze all investigations of accidents and assures the proper maintenance of records of all accidents involving district vehicles or passengers; reviews follow-up action. (E)

Plan and direct fleet safety program including all licensed certification required by the Department of Motor Vehicles.

Respond to student, parent and community complaints involving bus stops, bus routes and investigates other complaints relating to transportation department functions. (E)

Plan and direct the selection and purchase of vehicular parts and supplies for mechanical repair and maintenance.

Responsible for SUSD computerized bus route system, field trips, bus and other vehicle service mileage, time reports and submit reports as required.

Train and instruct supervisors and evaluates the performance of department employees. (E)

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

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Develop, prepare and maintain a variety of narrative and statistical reports, records and files related to transportation activities and personnel.

Supervises all transportation and vehicle maintenance personnel in the performance of their duties; performs employee evaluations, resolves grievances and problems; performs all other personnel functions as required.

Confer with stewards and union representatives to improve communications. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law, rules and regulations pertaining to the district's transportation program. Principles of public relations, employee training programs, electronic data processing and large-scale transportation fleet operations.
- Budget preparation and control
- Personnel supervision, training, evaluation and discipline.
- Oral and written communication skills.
- Principles of labor relations management, collective bargaining and working with unions.

Ability to:

- Direct the overall operation of the transportation and vehicle maintenance departments; evaluate, plan and schedule work for all employees; compile and maintain all records and reports; supervise and train transportation and vehicle maintenance personnel
- Analyze and interpret complex information and provisions of law
- Direct the maintenance of a variety of reports and files related to assigned activities
- Establish and maintain effective working relationships with others
- Communicate clearly and concisely, both orally and in writing
- Meet schedules and time lines
- Physical capability sufficient to perform job tasks

Experience and Education:

Any combination of education, training and experience equivalent to:

- Graduation from an accredited college with primary emphasis in business administration or public administration
- Five (5) years progressively responsible administrative experience with a large agency, transportation department.

License and Certificates:

- Possession of a valid California driver's license
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from the date of hire

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Lift and/or carry 40 lbs overhead for short distances.
- Occasionally lift and/or carry 75 lbs overhead for short distances.
- Lift and/or carry 40 lbs at waist height for short distances.
- Occasionally lift and/or carry 75 lbs at waist height for short distances.
- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walk over uneven ground and/or stand for extended periods of time.
- Bend at the waist, kneel, crouch and stoop.
- Reach overhead, above the shoulders and horizontally.
- Climb ladders and work from heights.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.

Salary Placement:

Range 59

Management Team

12-month work year

07/06/96

Revised 05/13/14
Board approved 05-27-14