Primary Purpose(s):

Direct and manage district's transportation fleet operations. Ensure safe and effective operations of the transportation department. Oversee maintenance of all district owned vehicles.

Qualifications:

Education/Certification:
High School Diploma or GED required; Bachelor's Degree, preferred
Clear and Valid Commercial Driver's License
T.A.P.T. Transportation Official Certification, preferred

Experience:
Five (5) years successful supervisory experience in transportation vehicles maintenance operations, preferred

Special Knowledge/Skills:
Ability to direct and manage operations of a large fleet of vehicles
Knowledge of energy management and vehicle repair and maintenance
Ability to conduct on-site inspections of all vehicle repair and maintenance operations
Ability to manage budget and personnel
Ability to use technology to plan, operate, monitor and evaluate transportation operations
Strong organizational, communication and interpersonal skills

Major Responsibilities and Duties

1. Assist with the hiring of vehicle maintenance employees.
2. Assign duties to mechanics, fuelers and other related personnel.
3. Maintain time and leave records for vehicle maintenance personnel.
4. Ensure that transportation operations are supportive of the instructional goals of the district.
5. Observe all safety rules according to DOT regulations.
6. Oversee the replacement of all district vehicles.
7. Supervise and evaluate vehicle maintenance personnel.
8. Prepare various reports as required by the state, district or department.
9. Oversee and establish fleet maintenance programs to include annual safety inspections.
10. Conduct new employee orientation including shop methods and operational procedures of the work site.
11. Oversee repair of all district owned vehicles and preventive maintenance. Ensure that vehicle repair requests and work orders are prioritized and processed in a timely manner. Contract for outside services that cannot be performed in shop.
12. Provide recommendations concerning equipment needs within the department and monitor performance of personnel to assure completion of tasks.
13. Attend professional growth activities to keep abreast of innovative techniques in transportation.
14. Respond to after-hours emergency calls as needed.
15. Promote a positive image that supports the mission of the school district.
17. Develop and administer budget based on documented needs and ensure that operations are cost effective and funds are managed wisely.
18. Assure compliance with departmental procedures, district policies, state regulations and other laws, rules and regulations related to transportation of students.
19. Prepare specifications for equipment and supplies, review bids and recommend appropriate purchases.
20. Perform other duties as assigned.

**Supervisory Responsibilities:**
Supervise vehicle maintenance staff, fuelers and seat belt assistants.

**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; drive all types of school buses

**Posture:** Prolonged sitting, occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (30 pounds or less)

**Environment:** Work inside and outside with moderate exposure to extreme temperatures; work around vehicles

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions; occasional prolonged and irregular hours; must be available to take care for nights and weekends as needed

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.