

## **Madera Unified School District Classified Job Description**

### **Supervisor-Transportation Operations**

#### **Purpose Statement**

The job of Supervisor-Transportation Operations was established for the purpose/s of supervising student transportation services and activities; overseeing assigned personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Director of Transportation.

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#### **Essential Functions**

- Assesses incidents, complaints and/or accidents for the purpose of resolving or recommending a resolution to the situation.
- Conducts regular inspections for the purpose of ensuring work quality, performance and production, and assuring that staff performance is meeting established standards and expectations.
- Coordinates with district personnel for the purpose of implementing and maintaining services and/or programs.
- Maintains personnel records and other mandated information which is required for the purpose of meeting regulatory requirements.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs the functions of Dispatcher, Lead Mechanic and/or the Director in their absence for the purpose of maintaining adequate staffing and ensuring department/program outcomes are achieved.
- Prepares a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Procures supplies, materials and parts for the purpose of ensuring availability of required items for transportation department.
- Provides behind the wheel and classroom training to school bus drivers for the purpose of evaluating and reviewing bus drivers' and applicants' job knowledge and complying with state requirements.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the district's goals and objectives.
- Responds to emergencies for the purpose of addressing immediate safety concerns.

The job is performed under some temperature extremes and in a generally hazard free environment.

**Minimum Qualifications**

Experience Three years of increasingly responsible experience in the field of transportation including experience in routing and dispatching, preferable supplemented by/ or including experience as a supervisor of transportations operations and/ or maintenance of a school transportation department.

Education High School diploma or equivalent.

Completion of an accredited program in one of the following areas; transportation management, business or public administration or a related field preferred.

Additional education, completion of 60 units of college can be substituted for up to 1 year of experience.

Possession of, or ability and qualifications to obtain the Certificates listed below within 12 months of appointment and failure to do so will result in termination.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Certificates

Valid Class B CDL with Bus Driver's Certificate with S and P endorsements

Ca. Dept. of Ed. School Bus Driver Instructor Certificate

Current Medical Certificate

Continuing Educ./Training

None Specified

Clearances

DOJ/FBI

Background Clearance

TB Clearance

Physical Demands(F)

FLSA Status

Non Exempt

Approval Date

Salary Range

Classified Supervisory – Range 9

- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supervises and coordinates the transportation of students for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Knowledge, Skills and Abilities**

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: automobile and bus repair and maintenance; codes/laws/rules/regulations/policies governing transportation of students; requirements needed for bus driver's certificate; office equipment/software; and safety practices.

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: effective listening; guiding others; managing staff/performance; operating equipment; planning; supervision; and training.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communication with persons of diverse backgrounds/knowledge/skills; decision making; mechanical aptitude; meeting schedules/deadlines; and teamwork.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing.