

CLASSIFIED PERSONNEL

DIRECTOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Associate Superintendent/Business , the job of Director of Transportation, Maintenance and Operations is done for the purpose/s of planning, organizing and directing the district's transportation services; planning, organizing and directing the routine and periodic maintenance, repair and alteration of District buildings and grounds; serving as the Department representative in the phases of planning and developing new facilities and for renovation and construction projects under the deferred maintenance program; ensuring that departmental work goals are met and that jobs are completed efficiently and within regulatory guidelines and project deadlines and services are provided in an efficient and effective manner; ensuring that staff utilize appropriate procedures and safe practices; preparing and managing the annual budgets for the transportation, maintenance, grounds, and custodial departments; providing overall coverage of the required transportation services; and ensuring optimal utilization of personnel and other resources.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Director of Transportation, Maintenance and Operations is a single-position management class responsible for planning and directing and budgeting for the District's programs for transporting students, for maintaining, repairing and altering District buildings and grounds on a periodic and deferred maintenance basis, for managing through appropriate supervisors the day-to-day activities of the District's transportation, maintenance, grounds and custodial programs, projects and activities; and for coordinating with other governmental agencies as well as for monitoring the activities of consultants/vendors providing services to these district-wide programs.

ESSENTIAL JOB FUNCTIONS:

- Develops long and short range transportation plans/programs (e.g. special education, budget recommendations, emergency response plans, boundary changes) for the purpose of ensuring that resources are effectively utilized.
- Evaluates personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Compiles financial, statistical and technical reports related to transportation and facilities for the purpose of providing information to the District and the directors of other District programs who rely on these transportation and facility services.
- Prepares various documents (e.g., budgets, requisitions, time studies, productivity, grants, proposals, evaluation reports, contract specifications,) for the purpose of providing necessary information to State/Federal agencies and appropriate district personnel and/or developing contracts specifications.
- Presents various programs (e.g., safety, driver instructions, accident prevention) for the purpose of informing staff of appropriate procedures and safe practices.
- Attends various meetings (e.g., staff meetings, training, hearings, safety, Transportation Directors Council, professional associations) for the purpose of addressing operational concerns, receiving and conveying information relating to professional requirements, new products and

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technology and/or networking with other professionals.

- Manages a wide variety of safety-related programs (e.g. asbestos removal, lead abatement, hazardous materials, etc.) for the purpose of ensuring district compliance with Federal, state and/or county requirements.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- Represents the district in meetings with other districts and outside agencies for the purpose of relating and/or receiving information.
- Researches new products, laws, regulations, etc. for the purpose of ensuring transportation services are provided in accordance with established standards and recommending actions such as purchases, procedures, etc., that are required to maintain services.
- Supervises transportation service activities (e.g., dispatching, scheduling, vehicle maintenance, route development) for the purpose of ensuring that the department provides services in a safe and efficient manner and in accordance with established requirements
- Investigates accidents and incidents involving buses and/or passengers for the purpose of determining corrective actions and addressing established regulatory requirements.
- Performs a variety of personnel functions (e.g., interviewing, hiring, evaluating, training, staffing, scheduling, motivating, supervising) for the purpose of providing an efficient transportation services operation throughout the district.
- Maintains a variety of annual and electronic files and/or records for the purpose of documenting activities, providing reliable information, and complying with district, State and Federal requirements.
- Monitors/coordinates scheduling of field trip transportation and communicates staff responsibilities to various groups (e.g., school administrators, department staff, union representatives) for the purpose of assuring that field trip responsibilities are completed in an effective and efficient manner
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

OTHER JOB FUNCTIONS:

- Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

Knowledge, Skills and Abilities

SKILLS are required to perform multiple, highly complex technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: to administer personnel policies and practices; apply pertinent codes, policies, regulations and/or laws; communicate with persons of varied cultural and

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educational backgrounds; operate equipment used in trades, i.e. construction tools, fork lifts, blue prints; operate standard office equipment including utilizing pertinent software applications; perform standard bookkeeping/accounting procedures; plan and manage projects e.g. air quality control, hazmat, bus scheduling, etc.; prepare and maintain accurate records; prepare budgets and financial plans.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: to read scientific and/or technical information, write manuals; speak persuasively in relation to concepts and theories; analyze situations; to define issues and to draw conclusions create and compose documents and participate in panel discussions; to solve practical problems and deal with a variety of concrete variables.

ABILITY is required to schedule a significant number of activities, meetings, and events; often gather, collate, and classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and groups; work with data of widely varied types and purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify and analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives, and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; being attentive to details; meeting deadlines and schedules; and working under time constraints.

Responsibility

Responsibilities include: working independently under limited supervision using standardized practices and methods to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly 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 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and some hazardous conditions.

EDUCATION

A Bachelors degree in transportation management, facilities management/construction, business administration, business operations, or other job related area. Additional qualifying experience of the kind described below may substitute for the education on the basis of one year of experience for 24 semester/45 quarter units of college credit.

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EXPERIENCE

Three years of increasingly responsible job-related experience, at least one year of which must be at the supervisory or management level, in transportation or facilities management, demonstrating the knowledge, skills and abilities describe above.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

LICENSES AND CERTIFICATES

Valid California Class C driver's license and evidence of insurability. Participation in DMV Pull-Notice program.

CONTINUING EDUCATION/TRAINING

None specified.

CLEARANCES

Criminal Justice Fingerprint/Background Clearance and Tuberculosis (TB) Clearance.