

JOB DESCRIPTION

Fayetteville City School System

TRANSPORTATION SUPERVISOR

Purpose Statement

The job of Transportation Supervisor was established for the purpose/s of directing transportation services; providing information and serving as a resource to district administrators; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with district objectives as well as all relevant guidelines, codes, and regulations; and supervising and directing assigned staff.

This job reports to Director of Schools.

Essential Functions

- Assesses incidents, complaints, etc (e.g. safety issues, transportation routes, legal issues, department staffing, etc.) for the purpose of resolving or recommending a resolution to the situation.
- Collaborates with internal and external personnel (e.g. other administrators, public agencies, parents, transportation regulation agencies, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Develops and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Directs department operations (e.g. budgeting, safety programs, site inspections, preventive maintenance, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
- Facilitates and/or participates in meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as district representative.
- Inspects all aspects of district transportation services for the purpose of ensuring that transportation activities are completed efficiently, and within regulatory requirements.
- Oversees vehicle preventative maintenance programs and activities for the purpose of ensuring school vehicles are maintained in a safe and effective operating condition.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving department objectives within budget.
- Prepares a wide variety of written materials (e.g. bid specifications, correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Recommends policies, procedures and/or actions related to District transportation services for the purpose of providing direction for meeting the district's goals and objectives.
- Researches new equipment/vehicles, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of district wide services.
- Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

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: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and budgeting and cost control.

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-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data, and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operates equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility: Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department, 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 stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 45% sitting, 25% walking, and 30% standing. This job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelor's degree in job related area.

Clearances: Criminal Justice Fingerprint/Background Clearance.

Certificates & Licenses: Valid Driver's License & Evidence of Insurability; and CDL preferred.