

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6817
Pay Grade: E05

FLSA: Exempt
PTS

TRANSPORTATION, COMPOUND MANAGER
REPORTS TO: Transportation, Assistant Director
SUPERVISES: Professional, Technical, Supervisory Staff Support Staff
QUALIFICATIONS: Associate's degree from an accredited college or university and five (5) years of experience in progressively more responsible positions in school leadership or municipal/governmental operations. Two (2) years of verified student transportation experience may be substituted for each year of the educational requirement listed above. Demonstrated ability to use commonly available office software applications (e.g., email, Microsoft Office Programs, etc.). Supervisory experience of groups of 20+. Demonstrated ability to analyze and solve complex business problems. Strong written and verbal communication skills.
MAJOR FUNCTION
Responsible for the overall scheduling and daily operations necessary to provide safe, efficient and effective transportation services within a given area of the county and to all schools and students served therein. This position is also responsible for ensuring that all federal, state and local laws, rules, regulations and policies are strictly enforced. Exercises discretion and independent judgment.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> Plans, organizes, and manages the pupil transportation services for an area of the county directly and through subordinate staff. Coordinates major program activities such as route program planning and Florida Educational Finance Plan (FEFP) with peers and director to ensure department-wide work programs are completed on time and within budget. Establishes and maintains positive working relationships with academic personnel (school principals, area superintendents, etc.) and transportation staff. Establishes and maintains positive working relationships with internal stakeholders (bus drivers, bus assistants, clerical personnel, etc). Plans for and effectively conducts staff meetings. Proactively communicates with school leaders. Resolves transportation-related issues with schools, parents, and the public; identifies and escalates concerns or issues to the next level when appropriate. Directs and monitors the overall assignment and utilization of equipment and human resources assigned to ensure compliance with all federal, state and local laws, rules, regulations and policies in such a manner as to maximize safety, customer service and cost effectiveness. Monitors effective and efficient operations. Monitors Lead Drivers for effectiveness. Administers union contract compliance for all covered employees in area. Works with the Office of Professional Standards (OPS) to ensure consistent application of School Board <u>district</u> policies. Works with supervisors, coordinators, peers, schools, parents and drivers to resolve safety, student management and scheduling problems to provide safe, efficient and effective transportation services. Member of the PCS Transportation Safety Team. Randomly selects a sample of bus routes and thoroughly analyzes each one to ensure compliance by federal, state, and local rules and regulations, state and local board policy and accepted safety practices.

TRANSPORTATION, COMPOUND MANAGER

ESSENTIAL RESPONSIBILITIES (Continued)

- Documents findings and if there are deficiencies, ensures prompt remediation of the deficiencies.
- Implements programs and updates county safety procedures and manuals pertaining to transportation routing/safety functions.
- Provides technical assistance and/or training to supervisors and administrators for use in educating all employees in routing principles, responsibilities, issues, etc.
- Maintains records of all audits and reviews.
- Analyzes and interprets data, identifies trends and recommends corrective actions.
- Serves as a member of the state-mandated safe driver review committee.
- Utilizes computer software/applications to produce written programs and correspondence and to develop and maintain appropriate databases.
- Maintains transportation street/address map and reviews accuracy with county and state agencies.
- Communicates district strategic plan, oversees employees' performance, provides guidance and support, identifies needs, and manages reciprocal relationships between staff and the district so that each is successful.
- Implements direct supervisory responsibilities in accordance with district policies, and applicable state and federal laws.
- Manages human capital in areas of recruitment and retention of employees in department or division to include interviewing, onboarding, training, and evaluating employee performance.
- Addresses complaints and resolves issues with employees to include rewarding and disciplining employees as appropriate.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 12/08/04; BOARD APPROVED: 2/22/05; PQ's REVISED: 7/08 RAS; BOARD APPROVED: 10/29/08; REVISED FORMAT, TITLE, MQ PG, 05/16/17 CH; BOARD APPROVED: 10/24/17; REVISED: JOB TITLE, MF, ER, 2/17/21 LM; BOARD APPROVED: 03/23/21; REVISED: PG, MQ, MF, ER, 12/07/23 PT; BOARD APPROVED: 01/23/24

TRANSPORTATION, COMPOUND MANAGER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Transportation, Compound Manager - PTS