

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0419
Pay Grade: C07

FSLA: Exempt

MANAGER, TRANSPORTATION SERVICES

MAJOR FUNCTION:

This position manages key support, process, quality control, safety, training, and customer service functions supporting the entire Transportation Department. Administers the Transportation Department's budget, payroll and purchasing functions. Supervises staff associated with these functions. Exercises discretion and independent judgment.

DUTIES AND RESPONSIBILITIES:

- Manages the Transportation Department's safety and process control personnel.
- Supervises highly complex technical and analytical work involving the design, development and implementation of computer applications, projects, and/or systems.
- Makes recommendations that are given particular weight to hire and fire employees.
- Plans, organizes and manages a technology projects group and department technology goals.
- Develops and maintains records necessary for efficient and cost-effective management of the Transportation Department.
- Organizes, coordinates, and directs appropriate in-service training programs for Transportation Department employees, with special emphasis on training of bus drivers.
- Arranges for members of the vehicular repair staff to attend workshops or seminars designed to improve their efficiency and skills.
- Develops, implements, monitors and reports progress on a common calendar used to coordinate the work of various groups within the Transportation Department. This includes but is not limited to: route planning for the regular, extended school year, student census and reporting associated with the Florida Education Finance Plan (FEFP), annual evaluations, and school opening activities.
- Provides management, direction, and knowledge to technical staff.
- Works with diverse groups in a professional and courteous manner, and communicates effectively both orally and in writing.
- Works with Data processing personnel for design and implementation of computer support for Transportation Department management; i.e., cost effectiveness of vehicle operations and upkeep.
- Coordinates a safety program for the entire Transportation Department, including driver training, employee and public safety.
- Develops and coordinates a program for educating students in appropriate and safe conduct procedures while at bus stops and while being transported.
- Performs the duties of the Director of Transportation when the Director of Transportation is absent from the office.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in business or a related field plus five (5) years progressively responsible experience in a supervisory role. Demonstrated excellent interpersonal, organizational and communication skills. Proven skills in supervision of relatively large size groups of semi-skilled and highly-skilled personnel. Practical experience in transportation operations including routing and scheduling.

PREFERRED:

Demonstrated knowledge of school transportation operations in a large fleet (100+ buses) operation.

ISSUED: 1/05 AK; BOARD APPROVED: 2/22/05

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.

MANAGER, TRANSPORTATION SERVICES

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data					X
21. Using a video display terminal					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				

Manager, Transportation Services - ADM