

**Division Supervisor**  
**New Hanover County Schools**

**Job Description**

**Class: Administrative**  
**Dept: Transportation**

**TITLE:** **Division Supervisor**

- QUALIFICATIONS:**
1. Bachelor's degree in business, transportation analysis, or related field or equivalent experience with school transportation.
  2. Six years of administrative experience, at least two at the supervisory level.
  3. Valid North Carolina CDL with endorsements to drive a school bus.

**REPORTS TO:** Director of Transportation

**JOB GOAL:** To assist the Director of Transportation in managing, directing, and coordinating safe, efficient, and economical operation of the school and activity bus transportation system.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with regulations pertaining to the Transportation Department.
2. Provide daily leadership and work with staff to ensure high performance, a customer-oriented work environment that supports achieving the organization's mission, objectives and values regarding team building and employee empowerment; apply improvement and quality management principles to assigned areas of responsibility.
3. Coordinate bus repair between the divisions and the maintenance shop. Develop procedures for vehicle service and repair; assist in vehicle replacement.
4. Review GPS data and routes for efficiency; develop transportation routes.
5. Coordinate transportation studies relating to school consolidation or improvement of existing transportation services.
6. Communicate with the Department of Transportation on roads, bridges and signs.

7. Participate in long-term planning to assess the department's future purchasing needs; prepare operating budget and make recommendations; authorize the purchase of materials, tools, equipment, and supplies; monitor work activities and expenditures to control costs.
8. Make recommendations regarding hazardous road conditions.
9. Lead the Safety Review Board to investigate accidents and make recommendations to address the actions taken by drivers and monitors. Investigate and report accidents and prepare DPI required reports.
10. Review and approve timesheets, route estimations for determining employee benefits and employee evaluations.
11. Manage worker's compensation for the division employee claims and make recommendations as to how to improve workplace safety.
12. Perform related duties and responsibilities as requested by Director.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** SA II

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Demonstrate knowledge of and experience in developing employee standardized procedures.
- Ability to supervise large numbers of employees.
- Demonstrate functional knowledge of financial planning, budget preparation, and generally accepted accounting principles.
- Demonstrate knowledge of and experience in governmental accounting.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.