

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Coordinator of Maintenance, Operations, and Transportation (MOT)

**POSITION SUMMARY:** Under the general direction of the Director of Materials, Operations, and Transportation (MOT) works to organize, evaluate, coordinate, and supervise the routine and ongoing operations of the District, and to communicate the organization's goals, procedures, and objectives. This is a twelve-month position.

### **ESSENTIAL FUNCTIONS:**

1. Coordinates, supervises, trains, and evaluates all MOT staff, including maintenance, custodial, grounds, transportation, clerical, and substitute employees. Supervises work of the MOT staff in the absence of the Director of MOT.
2. Works a flexible schedule in order to assist the Director of MOT in the supervision and training of maintenance, custodial, grounds, and transportation staff.
3. Assists in the selection or recommendations for employment or assignment of all MOT personnel.
4. Assists in the planning and prioritization of work schedules of MOT personnel.
5. Conducts staff meetings to facilitate communication, establish routines, report issues, and solve problems.
6. Assists in the supervision and coordination of the rental of school facilities, buses, and vans.
7. Conducts routine inspections of all district facilities and vehicles for safety and cleanliness, and assists the Director of MOT in coordination and supervision of the repairs of equipment and facilities. Prepares and monitors reports associated with removal of hazardous waste.
8. Ensures MOT employees comply with all district, local, county, state, and federal safety requirements, including the use of personal protective equipment.
9. Recommends and implements changes and improvements regarding safety, cleanliness, and scheduling of District facilities and vehicles.
10. Prepares oral or written reports, both of a routine or of a confidential nature.
11. Operates standard office equipment and software, and maintains records required by local, County, State, and Federal Agencies. Assists in maintaining various records, files, and filing systems, including, but not limited to, work order status, scheduling, evaluation, mileage, safety, and training records.
12. Follow up on, and resolve, departmental complaints.
13. Responds to inquiries via telephone, in person, mail, and e-mail, and answers questions regarding MOT issues, including, but not limited to, field trip requests, district vehicle requests, vehicle repair procedures, facility rental requests, and bus pass applications. Meet with school district employees, students, officials, and the public regarding MOT problems and needs.
14. Operates various District vehicles and equipment as needed.
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as assigned.

**EDUCATION AND EXPERIENCE:** Ability to provide and carry out oral and written directions in English, read and speak at a level sufficient to fulfill the duties described; ability to communicate in Spanish or Portuguese preferred. High school diploma or equivalent required. AA/BA in Business Administration, Accounting or other related leadership discipline preferred. Five (5) years school bus driver experience and two (2) years supervision experience preferred. Possession of valid Class-B Driver's License preferred, Medical Examiner's Certificate preferred, California Special Driver's Certificate preferred and First Aid Card preferred.

**SKILLS AND QUALIFICATIONS:**

1. Ability to plan and administer a District-wide maintenance, operations, and transportation program.
2. Knowledge of and the ability to read and interpret laws and regulations governing the transportation of students and fleet maintenance.
3. Knowledge of safe driving practices, and ability to develop and monitor defensive driving practices and techniques.
4. Ability to prepare estimates and maintain records of times, resources, and costs of projects, routes, trips, and repairs.
5. Ability to make mathematical calculations with accuracy and generate computer spreadsheets as a management tool.
6. Ability to read and develop a variety of routes, schedules, and maps, manage routing software.
7. Ability to anticipate, recognize, evaluate, and control health hazards in the work environment.
8. Maintain safe driving practices and be district-insurable.
9. Knowledge of first aid and emergency methods, practices, and procedures.
10. Ability to operate a variety of communication devices and dispatch MOT staff to work assignments.
11. Ability to develop and maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into computer terminal, operate standard office equipment, and use electronic communication devices.
3. See and read a computer screen and printed matter, with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand and or walk on hard and or uneven surfaces for extended periods of time.
7. Bend, squat, stoop, and or climb for extended periods of time.
8. Push, pull up to 100 pounds for brief periods of time.
9. Lift and carry up to 100 pounds at shoulder heights for short distances.
10. Repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.
11. Reach above shoulder height, push/pull.
12. Lift and or support up to 50 pounds for short periods of time.
13. Right/left foot movements as in operating foot controls for extended periods of time.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in various conditions during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. As required, must wear protective devices such as hard hat, closed toe shoes, earplugs, dust mask, and safety glasses. Employees will be exposed to vibrations.

**SALARY:** Classified Management Range 23

**DAYS OF SERVICE:** 225

Board Approved: TUSD 8/23/16

Revised: TUSD 10/11/16

Revised: TUSD 11.8.16 (range only)