

Coast Unified School District

Title: Maintenance, Operations and Transportation Clerk

Salary Range: 12

Job Summary:

Under general supervision of the Director of Maintenance, Operations and Transportation, the M.O.T. Clerk is responsible for providing support within the M.O.T. department, with the following specific responsibilities:

Perform responsible record keeping and fiscal functions, which involve manual, machine and/or computer-assisted record management systems; preparation of a variety of fiscally-related reports and records; scheduling of the regular and special education bus and van drivers; coordination of the assignments of regularly scheduled routes, special events, field trips; monitoring bus drivers' traffic and locations; and other related duties as required.

Qualifications:

Required:

Graduation from high school or equivalent

Knowledge of current office practice, procedures and basic technology.

Ability to perform office tasks such as filing, typing and written correspondence.

Ability to prepare schedules and coordinate meetings and/or events.

Ability to work independently with limited supervision.

Desirable:

Skills in operating two-way radio

Essential Functions:

Processes and files documents, including requisitions, purchase orders and invoices; verifies, adjusts and maintains fiscally-related records and reports; prepares, or assists in the preparation of a variety of reports required by Federal, State and County agencies; orders supplies and special orders as requested by M.O.T. personnel; assists in developing system improvements; dispatches bus drivers, van drivers and assigned substitute drivers as needed; secures substitutes for absent bus and van drivers; maintains time sheets for all M.O.T. personnel; maintains detailed route sheets for each bus/van; makes general announcements to drivers; locates responsible parties to receive special needs students when parents

or guardians are not available; informs school personnel and parents of practices (e.g. rules, regulations, laws, etc.) for the purpose of providing information for their follow-up action; maintains a variety of manual and electronic documents, files and records (e.g. student data, route changes, routing procedures, etc.) to ensure up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements; processes a variety of materials (e.g. field trip requests, route changes, etc.) for the purpose of updating and distributing information, authorizing action and/or complying with mandated requirements; responds to inquiries from students, parents, and/or staff (e.g. bus stop locations, schedules, state regulated policies, etc.) for the purpose of providing the necessary information regarding transportation services; schedules work assignments (e.g. field trips, etc.) for the purpose of ensuring completion of transportation routes and trips in a timely manner. Participates in meetings, in-service training, workshops, etc. as required for the purpose of gathering and/or conveying information required to perform essential job functions; performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Maintenance, Operations and Transportation Department.

Physical Requirements:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of reading and understanding laws and codes, rules and policies, directives, and other related matters
- Hear and understand speech at normal levels, in person and over the phone
- Understand and carry out oral and written directions
- Communicate clearly in person and over the phone
- Bend, twist, kneel and/or stoop
- Lift and carry 30 pounds
- Reach in all directions
- Think clearly and rationally to solve problems
- Work under moderately stressful conditions

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Supervision:

Under the direct supervision of the Director of Maintenance, Operations and Transportation.

Approved: May 14, 2020