

# Oak Grove School District

Job Title: Manager I – General Operations/Transportation and Custodial Support SALARY RANGE G(14)

## **Description of Basic Functions and Responsibilities**

Under the supervision of the Chief Operations Officer, provides leadership, supervises, directs, and organizes the District's transportation, custodial operations, and energy management and conservation activities programs.

## **Essential Duties**

- Supervises, oversees, assigns, plans, schedules, reviews, and evaluates all programs, projects, activities, and the work of staff related to student transportation, vehicle maintenance operations, and trash removal services.
- Supports Site Administrators with their Custodial personnel; coordinates and supervises summer custodial work.
- Coordinates, monitors, and evaluates regularly the preparation, scheduling, routing, and availability of buses, vehicles, and personnel needed to service the District's transportation needs.
- Coordinates and oversees assigning substitute personnel; maintains daily logs, schedules and timesheets.
- Inspects vehicles and assesses the need for maintenance work, and assigns work accordingly.
- Responds to questions and complaints from the public and District staff regarding school bus service.
- Participates in interviews with parents and principals regarding behavior of students on the bus and/or other transportation related issues, as appropriate.
- Acts as a substitute bus driver, as needed.
- Plans, coordinates and ensures the implementation of bus evacuation drills for students, in accordance with Federal and State requirements.
- Coordinates the provision of transportation for field trips and other extracurricular activities, as needed or directed.
- Working with the Chief Operations Officer, develops and prepares annual budget for the Transportation Department; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines; assists with District budget development and projections.
- Maintains all required transportation records; reviews and monitors daily work lists, vehicle condition reports, and other pertinent records/logs to ensure that appropriate maintenance and repair activities are completed in a timely manner.
- Confers with District administrators regarding transportation policies, activities, schedules, routes, services, etc. and makes recommendations, as appropriate.
- Orders all parts needed for vehicle maintenance operations and determines appropriate inventory/stock levels needed; determines quantity of parts needed, and contracts with vendors as appropriate; negotiates contracts in accordance with established guidelines.
- Assists with the preparation of bid specifications and coordination of the bidding process, as requested by the Chief Operations Officer.
- Establishes and implements preventive maintenance schedules to comply with California Highway Patrol Guidelines and minimize repair costs.
- Establishes and maintains an effective working relationship with the California Highway Patrol, including by conferring on potentially dangerous situations on bus routes or on the road performance of drivers, disseminating new information regarding laws affecting school bus transportation, and assisting with annual safety inspections of buses.
- Maintains and updates material safety data sheets (M.S.D.S.) and makes them available to Department personnel, oversees the disposal of hazardous materials.
- Acts as initial resource person and investigator, and assists with response and ongoing investigation into any emergencies, accidents, or incidents involving District vehicles, as requested and/or as needed; initiates appropriate actions.

- Responsible for compliance with applicable Federal and State laws and regulations, as well as District policies, procedures and regulations, by Departmental personnel.
- Interprets District policies and administrative regulations regarding administrative matters.
- Attends and participates in professional organizations and meetings as appropriate and/or as requested by the Chief Operations Officer and/or Assistant/Deputy Superintendent of Business Services.
- Participates in establishment of Departmental operating procedures and standards and supervises implementation and is responsible for Department adherence to such procedures and standards.
- Works with Business Services to maintain an accurate accounting of physical property; ensures that insurance, contract and accounting records are collected and maintained for fiscal and program audits.
- Assists in the overall District risk management process; monitors and reviews process to ensure risk and compliance arrangements are in place; identifies external and internal risks; evaluates the effects of risk; provides support and training to personnel.
- Assists with the development, monitoring and implementation of the District's energy management and conservation program and initiatives, as directed and/or as needed.
- Monitors the District's energy management program's approved policy and guidelines, for the purpose of reducing utility consumption.
- Responsible for administration and record keeping, accountability, reporting, program implementation, promoting District employee involvement, and validating energy management system compliance to the District's energy policy and guidelines.
- As directed, serves as the District's representative at management level meetings, seminars and conferences relating to energy use and conservation.
- Develops and maintains contact with Federal and State agencies and monitors State and national energy policy trends.
- As directed, prepares energy requirement estimates and budget allotments for all District facilities and develops procedures for efficient utilization of energy sources.
- Maintains all energy and water consumption records and data.
- Provides regular communication with principals and custodial staffs, as to status of their buildings' energy consumption.
- Reports to the Chief Operations Officer any safety hazards observed.
- Conducts regular "walk-through" audits of all the District facilities to insure operating efficiency, optimum educational environment, and compliance with District's energy policy.
- Coordinates usage of facilities and insure proper space utilization consistent with energy conservation.
- Responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the District.
- Oversees program wherein building principal or custodian reads all meters on same days as utility companies.
- Oversees night setback program for every building on weeknights, weekends, holidays, and summer recess.
- Coordinates with the Chief Operations Officer, installation and/or repairs of energy management systems.
- Works with and trains building and maintenance personnel on proper operation of the systems and equipment.
- As directed, attends scheduled in-services on the energy management system.
- Prepares notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action.
- Responds to technical questions and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies, as appropriate.
- Types reports, bulletins, and memorandums, including material of confidential nature; maintains files, compiles and prepares reports.
- Attends and conducts a variety of meetings, as assigned.
- Coordinates hiring, training and evaluations of personnel, as appropriate; recommends transfers, reassignments, and disciplinary actions, including terminations, as appropriate.
- Performs related duties as assigned.

ABILITY TO: Identify, define, analyze and recommend solutions to administrative operational and programmatic problems related to the District's operational needs; exercise appropriate independent initiative, ingenuity and judgment; communicate effectively and respectfully; practice excellent communication skills for gathering, evaluating and transmitting information; promote a participatory work environment; maintain effective and cooperative relationships with District employees, parents/guardians, contractors, and the general public; prepare, read, and interpret data and demographic reports, financial reports, blueprints, schematics, architectural plans/documents, sketches, designs, diagrams, drawings, etc., as appropriate; apply principles of logical or scientific thinking to define problems, collect, analyze and interpret data, establish facts, and draw conclusions; read, interpret and construct, as appropriate, data, budgetary and financial documents, reports, correspondence, statutes, policies, regulations, etc.; effectively plan and meet all deadlines, schedules, and timelines.

### **Minimum Qualifications**

- Bachelor's degree with two years related work experience required.
- Bachelor's degree requirement may be substituted with three years related work experience in a K-12 school setting.
- Experience with bargaining unit contract administration and negotiation.
- Ability to maintain strict confidentiality and strong judgment.
- Have a professional demeanor and thrive in a fast paced environment
- Strong, effective oral and written communications skills, as well as interpersonal skills.
- Organizational skills including follow up and meticulous attention to detail.
- Self-starter with the ability to work independently.
- Demonstrated initiative and high level of motivation.
- Demonstrated experience with, knowledge of, and technical skills in transportation operations, designing and scheduling bus routes, bus and vehicle maintenance, custodial services, energy management, and conservation activities.
- Knowledge of and experience preparing, overseeing and administering budgets, preferably in a K-12 school setting.
- Knowledge of proper accounting and record keeping procedures and methodologies.
- Supervisory/management experience preferred.
- Possession and maintenance of a valid California Driver's License and a valid Class B California Commercial Driver's License; a valid California School Bus Driver's Certificate; a valid Driver Training Certificate; and a valid medical examination report (DL51). **(Required but may be completed within 12 months after employment)**
- Knowledge of the legal and ethical guidelines and obligations applicable to the position as outlined by professional organizations and/or Federal, State and Locals laws, rules and regulations, as well as District policies, regulations and procedures.
- Operate with proficiency a computer and assigned software programs, including, but not limited to, Microsoft Word, Excel, PowerPoint, Outlook, Project; familiarity and experience operating work order software programs, and transportation routing/scheduling software programs; operate other office equipment, as assigned.

The preceding job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and, qualifications required for this position.

### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations;  
Dexterity of hands and fingers to operate a computer keyboard;

Seeing to read a variety of materials;

Sitting or standing for extended periods of time.

Lifting-Raising or lowering an object from one level to another (includes upward pulling) 10-25lbs.