

Job Title: **Transportation Support Specialist**
 Job Family: **Transportation**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1607**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G16**

SUMMARY: Supports all areas of the transportation and fleet departments by providing varied and complex support in most of the following areas: system administration, fleet maintenance, student transportation, finance, office administration and support, direction/guidance, training, reporting, coverage, customer service, payroll, revenue and licensing accomplished through district information technology systems. Responsible for quality assurance of department data and documentation. Assists department administration with creating, training, and supervision of department processes and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain the transportation and fleet maintenance databases for analysis and monitoring of all maintenance, parts inventory, and associated costs through the use of district information technology systems. Responsible for creating, managing, customizing and configuring complex departmental databases through the use of district technology systems. Manage program security and user permissions. First point of contact for district staff regarding system and/or support issues, questions, and concerns. Upgrade server and/or individual machines per IT protocols as needed. Manage and order computer hardware components. Develop and analyze fleet maintenance metrics including overall cost per mile, maintenance cost per mile, life cycle replacement, tire life, and replacement schedule. Compare metrics with industry standards. Prepare and post monthly reports in support of district goals. Review parts inventory transactions for accuracy. Manage fuel and vehicle wash systems and vehicle/employee permissions.	D	30%
2. Responsible for creating, preparing and verifying reports used for billing, invoice charges using district information technology systems. Distribute reports to the appropriate departments. Monitors annual budget, generates purchase orders, generates service contracts, manages purchasing card accounts and transactions, pays invoices, prepares and processes billing for internal/external customers for department services, and maintains department petty cash account. Pursues receipt of overdue amounts and prepares support documentation for recovery of amounts. Knowledge of student transportation regulations and reimbursements including but not limited to the McKinney Vento Act.	D	20%
3. Provides office and clerical support for transportation department by maintaining office machines and performing IT support and troubleshooting. Trains department and district staff on office machines and computer programs. Assist with organizing and participating in department projects. Maintains department calendar/schedules. Coordinates meeting dates and appointments, schedules locations, orders refreshments, provides meeting minutes, generates letters, issues and maintains records of building keys and other district items. Coordinates travel arrangements including airline, hotel and travel expenses. Provides backup assistance and coverage for other areas as needed. Department RFC reporting building issues and maintenance requests. Manage building security access for vehicles and employees.	D	10%
4. Maintains all reports and documentation required or requested by the department, district or state. Prepares reports for evaluation of transportation effectiveness and efficiency. Identifies state statues, rules and regulations related to transportation services. Responsible for compiling and reporting data for the CDE40 Report. Maintains records and assists with audits.	W	10%

5. Responsible for approval, verification, validating and approving reported time in district time and labor system. Track requests for time off and overtime. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	W	10%
6. Work with and maintain confidential transportation personnel files. Generate personnel related paperwork such as requisitions, change forms, etc. Provides administrative support/assistance by assisting with interviewing/hiring, addressing complaints, resolving problems and training. Maintain documentation and monitor driver motor vehicle reports to ensure driver insurability for all district drivers.	D	5%
7. Responsible for tracking and maintaining documentation on all district vehicle accidents. Notify department heads and training of accident details. Process billing of accident repair costs to Risk Management.	D	5%
8. Provides customer service support for the transportation department. Assists customers with their needs and provide information requested. Screens and directs visitors. Answers, screens and directs incoming calls. Trains and provides guidance to employees regarding department and district procedures and policies in areas such as time and labor, additional pay and computer applications.	D	5%
9. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Courses in business or vocational school in business administration, budgets/accounting, office management equivalent to one year of college. Additional relevant related experience may be substituted for this educational requirement.
- Minimum of five (5) years of experience in clerical and office support.
- Minimum of three (3) years of experience in fleet/transportation support.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Advanced knowledge of MS Office products.
- Extensive knowledge of database management including knowledge of queries and data analysis.
- Excellent keyboarding skills.
- Basic math skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Transportation and Fleet Operations or Department Manager	5010/050503

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- Responsible for assisting with interviewing, hiring and training employees; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Monitors transportation accounts to ensure expenses are made from correct account.
- Utilizes P-card to obtain various parts, supplies and equipment. Reconcile p-card purchases and refunds. Process requisitions in the district financial system and submit invoices to AP.
- Attend budget meetings to review current spending as well as fiscal forecast working within prescribed budget
- Manages department petty cash account.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute				X
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles			X	
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	