

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Assistant Coordinator of Transportation

EMPLOYEE CATEGORY: 6/Educational Support Personnel

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in business management, business administration, public administration, operation management, transportation or similar field preferred.
2. Five (5) years of supervisory experience, three (3) years of supervisory experience maintaining and/or managing gas and diesel vehicles.
3. Possession and maintenance of a valid Commercial Driver's License (CDL) with P and S endorsements.

KNOWLEDGE, SKILLS AND ABILITIES: Demonstrated leadership and management ability. Ability to plan, control, direct and staff a department. Ability to recruit, select and evaluate personnel. Ability to communicate effectively with school administrators, employees and the public. Ability to work with diverse groups, and effectively communicate, both orally and in writing. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities. Ability to conduct accident investigations; skill in preparation of routine correspondence in support of transportation services. Knowledge of procedures essential to the upkeep of the School Board fleet. Knowledge of inventory practices and procedures. Knowledge of safety rules, procedures, and regulations. Knowledge of federal, state and local regulations affecting maintenance and safety standards for vehicles owned by the School District.

REPORTS TO: Coordinator of Transportation

JOB GOAL

To assist in providing safe, efficient and professional transportation services for Wakulla County School District students to include maintaining a safe and efficient School Board fleet while complying with applicable federal, state and local regulations.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Assists in the overall transportation program, including program planning/implementation and evaluation to meet requirements of the daily instructional program and extracurricular activities.
2. Assumes responsibilities for transportation in the absence of the Coordinator.
3. Organize, assign, oversee and regularly evaluate work of transportation mechanics; interview and recommend employees for hire and disciplinary actions; conduct annual employee evaluations and when necessary develop corrective action plans.

4. Diagnose and/or assist in diagnosing mechanical problems on school buses and other vehicles.
5. Execute all jobs in a safe, efficient and high quality manner.
6. Assist mechanics in performing routine maintenance and repairs on the District fleet.
7. Monitor condition of buses and other District-owned vehicles, note deficiencies and take the necessary steps to prioritize and correct deficiencies.
8. Maintain an inventory of necessary materials, supplies and tools.
9. Assume responsibility for inspection of school buses and other vehicles as required by law.
10. Maintain records on inspection and repair of vehicles.
11. Respond appropriately to all emergency situations including driving a school bus.

Inter / Intra-agency Communication and Delivery

12. Report and confer regularly to supervisor on problems and status of work.
13. Supervise and interact with mechanics, mechanic helpers and other personnel.
14. Interface effectively with outside agencies.
15. Communicate through proper channels to keep appropriate persons informed of impending problems or events of an unusual nature.

Professional Growth and Improvement

16. Promote and support professional development for self and others.
17. Plan and provide inservice activities for assigned personnel
18. Manage and administer personnel development through training, inservice and other developmental activities.

Employee Qualities / Responsibilities

19. Participate in training and assist in providing training for transportation mechanics.
20. Report to work punctually and regularly.
21. Display an appropriate work ethic.
22. Follow School Board and Transportation Department policies and procedures and all applicable state and federal laws and regulations.

System Support

23. Prepare all required reports and maintain all appropriate records.
24. Respond to matters that need immediate attention in the absence of the Coordinator.
25. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
26. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice as to the impact to the District and transportation.
27. Maintain positive relationships with outside agencies.
28. Represent the School Board in an appropriate manner.
29. Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS: Employee must regularly lift and/or move up to 50 pounds. The employee is frequently required to stand; sit; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch or crawl.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Hours of employment shall be those established by the District.

EVALUATION: Annually by assigned administrator

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: 40, Level VIII