

SUMMARY

Under limited supervision, plans, organizes and directs the Transportation Department, including strategic planning and management oversight of student transportation, transportation technology systems, bus safety training, technical and financial reporting, and fleet maintenance operations.

ESSENTIAL FUNCTIONS -- Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Plans, organizes and directs the district's Transportation operations, including student transportation, safety & skills training, routing, scheduling & dispatch, technical & financial reporting, and vehicle maintenance operations.
- Develops and implements District Communication Center communication strategies to promote solutions for emergency and non-emergency calls including transportation and security needs for school families and staff.
- Plans, organizes, and administers warehouse operation including, curriculum distribution, trucking, receiving, inventory control and mailroom operations for District.
- Conducts long range planning activities, including cost analysis and recommendations for improving the overall effectiveness of transportation services.
- Exercises independent judgment within broad policy guidelines; analyzes issues and recommends and implements solutions; provides leadership in planning, policy development and operational priorities.
- Provides strategic direction and oversight project management to support solutions for department operational improvement needs; monitors operations and assures the quality of the services and work products; develops action plans and metrics and analyzes operational results; assures the effective allocation and utilization of funds.
- Directs department staff, develops priorities, and assigns tasks and projects; evaluates performance and resolves workload and technical issues; assures that appropriate services are provided, and goals are defined and achieved
- Selects, supervises, trains, evaluates and develops staff skills including school bus drivers, vehicle mechanics, dispatchers and schedulers, and other assigned staff and conducts performance evaluations; meets regularly with staff to discuss and resolve

priorities, workload and technical issues.

- Handles complaints, resolves problem

s and responds to requests for information from parents and community members pertaining to the district's transportation of students.

- Assures the Transportation Department activities and procedures are in compliance with all laws, policies, regulations and standards.
- Manages the preparation and distribution of technical and financial reports to accurately reflect the operational trends and costs of the MPS Transportation operations; reviews and approves operational and summary reports to state and Federal agencies.
- Develops budgets and controls expenditures; reviews, approves and maintains department records, scheduling, payroll reporting, and work activity reports.
- Manages life cycle analysis and reporting for Transportation vehicles, including replacement planning.
- Directs the management of contracts for special services.
- Provides advice and assistance on Transportation issues, interprets policies and procedures, and assures the consistent interpretation and application of Federal, state and MPS rules and regulations.
- Collaborates with other public agencies, community organizations, and other district departments.
- Demonstrates courteous and cooperative behavior when interacting with students, clients, visitors, and MPS staff; acts in a manner that promotes a harmonious and effective workplace environment
- Enthusiastically promotes the Superintendent's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, records and MPS information.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

- Bachelor's Degree in Transportation Management, Business or Public Administration or related field; AND
- Five (5) years of managerial experience over transportation and fleet services operations;
- OR an equivalent combination of education, training and experience as determined by Human Resources.

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline

- Federal, state and local codes and regulations governing public transportation.
- Principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, contract management, customer service and employee supervision.
- Best practices for efficient and cost-effective management of resources.
- Principles and practices of conflict resolution and negotiation strategies.
- Techniques and methods for long-range strategic and financial planning.
- Federal and state safety rules and regulations, including OSHA requirements.
- Environmentally responsible and resource-efficient transportation policies.

Skill in:

- Planning, assigning, supervising, reviewing and evaluating the work of staff; training staff in work procedures; developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner
- Directing and coordinating complex Transportation system.
- Interpreting and applying applicable Federal, state and local rules and regulations; and MPS policies.
- Strong written and verbal communication skills.
- Reviewing operations and assuring MPS compliance with applicable laws, regulations, and rules.
- Analyzing problems and developing effective solutions.
- Assessing and prioritizing multiple tasks, projects and demands.
- Preparing, reviewing and presenting management reports.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with co-workers, community leaders, government agency representatives, clients, and the public.
- Promoting and enforcing safe work practices.
- Operating a personal computer using standard and specialized software.

LICENSE AND CERTIFICATION REQUIREMENTS

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Minnesota State Driver’s License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

Work is performed in a standard office environment which requires occasionally lifting such articles as file boxes or heavier materials with help from others and/or lifting and carrying light objects frequently. A job in this category may require walking or standing to a significant degree or may involve sitting most of the time with long periods of computer work and heavy phone usage.

ORGANIZATIONAL INFORMATION

- Bargaining Unit:** Non-Rep
- Grade:** E18
- FLSA Status:** Exempt
- Job Group:** Transportation Operations