PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6811
Pay Grade: E04

FLSA: Exempt
PTS

TRANSPORTATION, LOGISTICS SPECIALIST

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university and five (5) or more years of successful supervisory experience. Two (2) years of verified transportation routing or dispatch experience may be substituted for each year of the educational requirement listed above. Experience in progressively more responsible positions in school transportation, municipal/military/governmental operations in a large fleet operation, or in the field of logistics/supply. Demonstrated skills and ability to communicate effectively in both oral and written communications. Demonstrated ability to use commonly available office software applications (e.g., email, Microsoft Office Programs, etc.).

MAJOR FUNCTION

Responsible for the overall routing, scheduling, dispatch and daily operations necessary to provide safe, efficient and effective transportation services to all schools and students served therein. This position is also responsible for ensuring that all federal, state and local laws, rules, regulations and policies are strictly enforced. Exercises discretion and independent judgment.

ESSENTIAL RESPONSIBILITIES

- Leads, directs, supervises and controls the execution of all business and administrative functions of the assigned program.
- Ability to work backwards from the end user, introducing new ways of efficiency.
- Scale new programs quickly and with high quality.
- Ensures that key information cascades consistently across the organization.
- Collaborates effectively with internal and external stakeholders.
- Takes accountability and drives the planning, resolution, and execution of the team.
- Responsible for defining and measuring internal and external performance standards.
- Monitors and reports on the progress of all activity within the program area.
- Oversees safe, efficient school bus routes utilizing the computer assisted routing system, in accordance with sound routing and scheduling concepts and principles, school schedules and budgetary constraints established by the Board.
- Regularly reviews routes.
- Effectively and efficiently communicates with the Director, Transportation and all staff members.
- Continually seeks to improve metrics and lower operating costs.
- Processes the data for the Florida Educational Finance Plan (FEFP).
- Communicates district strategic plan, oversees employees' performance, provides guidance and support, identifies needs, and manages reciprocal relationships between staff and the district so that each is successful.
- Implements direct supervisory responsibilities in accordance with district policies, and applicable state and federal laws.
- Manages human capital in areas of recruitment and retention of employees in department or division to include interviewing, onboarding, training, and evaluating employee performance.
- Addresses complaints and resolves issues with employees to include rewarding and disciplining employees as appropriate.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 12/05/23 PT; BOARD APPROVED: 01/23/24;

TRANSPORTATION, LOGISTICS SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				