DIRECTOR OF TRANSPORTATION

JOB DESCRIPTION

DIVISION: Leadership Services and Planning	**GRADE:** Administrative
DEPARTMENT: Transportation	**WORK DAYS:** 248
REPORTS TO: Deputy Superintendent	**FLSA STATUS:** Exempt
ESSENTIAL PERSONNEL: Yes (see working conditions)	

POSITION SUMMARY

To provide the safest, most efficient and professional transportation services for Martin County students.

MINIMUM REQUIREMENTS

- Bachelors' degree from an accredited educational institution preferred
- Major course of study in management, public administration, allied field preferred

CERTIFICATION: N/A

WORK EXPERIENCE: Five (5) years of experience in transportation, management, planning or associated functions that include supervision of people, processes, and budgets

PREFERRED QUALIFICATIONS

- Knowledge of transportation operations, including county, state and federal transportation regulations
- Ability to supervise people and to work cooperatively with other department and agencies
- Knowledge of computer systems in relation to transportation services
- Knowledge of current industry trends
- Ability to communicate orally and in writing
- Skill in personnel supervision
- Leadership and management skills
- Ability to conduct accident investigations
- Ability to manage departmental budget and finances
- Knowledge of geography of the area

SUPERVISES

Transportation Operations Manager, Safety Specialist, Secretary V , Transportation Bookkeeper/Support Specialist and Routing Specialist

ESSENTIAL DUTIES

- Provides direction and supervision, support and leadership development for the transportation services of Martin County School District
- Directs, plans and organizes pupil transportation including bus routes, personnel assignments, vehicle purchases/disposals, vehicle maintenance and inspections of all Martin County vehicles
- Communication with stakeholders to include telephone calls, emails and correspondence
- Verification of payroll, all purchase orders/requests/invoices for parts, vehicles and supplies
- Prepare a budget and maintain costs records for vehicles, parts and labor costs
- Recruit, hire and maintain transportation staff
- Direct the investigations of accidents and credible complaints
- Prepare all district required reports , state and federal reports
- Attend various district meetings, county and state meetings
- Development of training programs and safety programs for bus operators and assistants

- Maintain relationship with union representatives and manage complaints, grievances and negotiations
- Member of the Disaster Recovery Team
- Perform other duties as assigned

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Normal office and school environment and /or classroom environment.
This position is listed as "Essential" during a declared emergency, and will be providing services that exceed their contractual obligations by working on days and at times when other District employees are not required to be on duty.
Physical Demands: Routine physical activity associated with normal office and school environment.
Light Work: Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.