

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7364
Pay Grade: C03

FLSA: Exempt

SUPERVISOR,
TRANSPORTATION FIELD OPERATIONS

MAJOR FUNCTION:

Supervises a group of bus drivers within an operating area to ensure a coordinated and effective operation of the student transportation network. Meets with parents, school based administrators, students, and the public to coordinate transportation efforts and resolve transportation related issues/problems. Prepares and maintains records required to manage regulatory, legal and personnel functions. Duties are performed under the supervision of the Manager, Transportation Area. Exercises discretion and independent judgment.

DUTIES AND RESPONSIBILITIES:

- Supervises a group of bus drivers within an operating area.
- Makes recommendations that are given particular weight to hire or fire employees.
- Makes retain/release decisions on probationary drivers assigned to the group in consultation with the Manager, Transportation Area, prior to the conclusion of the probationary period.
- Counsels bus drivers in all areas of job performance, documents for evaluation purposes, and carries out discipline measures appropriate to level of management.
- Evaluates bus drivers assigned to the group in conjunction with Manager, Transportation Area and peers. May provide input to other Supervisors, Transportation Field Operations relevant to evaluation of their assigned group.
- Facilitates the resolution of student discipline and safety problems with drivers, schools, safety personnel, parents and upper management.
- Provides assistance to trainers in the completion of their duties.
- Cooperates with the vehicle maintenance department to ensure all required inspection schedules are completed in a timely fashion, while ensuring enough buses are available to complete assigned work.
- Applies knowledge of State and Federal laws and regulations, and State and local school board rules and regulations to daily bus operations to ensure regulatory compliance.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED, plus five (5) years demonstrated satisfactory experience in a fleet transportation operation including two (2) years satisfactory experience as a lead person, coordinator, or supervisor, preferably with a large group. Demonstrated ability to read and interpret rules, regulations, and laws. Demonstrated skills in oral and written communications. Demonstrated experience in the use of generally accepted office computer applications (e.g., Microsoft Office Programs). Must possess a valid State of Florida Class E driver's license.

PREFERRED:

Associates or Bachelor's degree in transportation, business, public administration or related field. Possess and maintain a valid Florida class "B" commercial driver's license with passenger and school bus endorsements.

ISSUED: 12/13/04; BOARD APPROVED: 2/22/05; PQ's REVISED: 7/08 RAS; BOARD APPROVED: 10/29/08

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.

SUPERVISOR, TRANSPORTATION FIELD OPERATIONS

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data				X	
21. Using a video display terminal				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				

Supervisor, Transportation Field Operations - P/T/S