

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
TRANSPORTATION SUPERVISOR**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Garage & Transportation	C/4/2	Exempt

<u>CLASS SUMMARY:</u>
<p>The Transportation Supervisor is a standalone transportation class. Incumbents are responsible for supervising District transportation activities and staff.</p> <p>Duties include activities such as overseeing transportation operations and supervising staff; developing and implementing operating procedures; preparing training manuals, forms, and agendas; scheduling and conducting training; coordinating repair schedules; preparing reports; and assisting in diagnosing and troubleshooting maintenance and repair issues.</p> <p>Incumbents supervise staff, performing the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation. Incumbents are working supervisors and as such may be responsible for performing the same duties as those they supervise.</p> <p>The Transportation Supervisor is distinguished from other transportation classes in the focus on supervising District transportation activities and staff.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Oversees District transportation operations including supervising staff; training, scheduling, monitoring work, and documenting performance.	Daily 40%	C/4
Resolves conflicts; coordinates schedules with dispatcher, routers and others ensuring address of repairs and other transportation issues; and troubleshoots and diagnoses engine problems.	Daily 20%	B/2
Manages District-wide transportation-related projects and provides contract management oversight.	Weekly 10%	C/4
Prepares required reports including governmental and budgetary.	Weekly 5%	B/2
Serves as back-up bus driver.	Monthly 5%	A/1
Develops and implements operating procedures; training manuals; training agendas; and schedules and teaches training classes.	Monthly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	



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Training And Experience:

High School Diploma or GED, four years of related transportation experience including one year of supervisory experience are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- AZ Commercial Driver's License with P&S endorsement;
- AZ School Bus Driver's Certificate;
- CPR Certificate with AED;
- First Aid Certificate;
- Classroom Instructor Certification;
- Behind the Wheel Instructor Certification;
- 3rd Party Testing Certification.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Fleet management principles and procedures;
- Safety procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Training and fleet management;
- Driving a school bus;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, and travel.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08

