

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Transportation Supervisor

BAND	GRADE	SUBGRADE
B	3	2
DEPARTMENT: Transportation	ACCOUNTABLE TO: Director	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for supervising the day to day transportation activities including but not limited to supervising the day to day operations of fleet maintenance and repair activities. Duties include: supervising staff to include conducting performance evaluations and resolving staff conflicts, reviewing applications and interviewing applicants, handling and resolving complaints and concerns, developing and implementing operating procedures, preparing and updating training manuals and forms, assisting management in setting a training agenda which meets the District's needs, conducting training and determining schedules for training classes, coordinating repair schedules with affected parties, preparing agency required reports, assisting in diagnosing, and troubleshooting maintenance and repair problems.		
DISTINGUISHING CHARACTERISTICS: The Transportation Supervisor is a stand-alone classification, which is distinguished from other transportation classes in that it has full supervisory authority. The Transportation Supervisor is required to serve as a backup Bus Driver.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include assigning and monitoring work, ensuring training, resolving conflicts, interviewing applicants, and conducting performance evaluations.	Daily	B3
2.	Handles and resolves complaints and concerns of drivers, monitors, parents, and office staff.	Daily	B2
3.	Coordinates schedule with dispatcher, routers, and transportation coordinator to ensure that daily repairs, long-range repairs, and other transportation concerns are taken care of.	Daily	B2

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
4.	Troubleshoots electronic problems and diagnoses and repairs diesel and gasoline engines.	Daily	B2
5.	Serves as a backup bus driver.	Monthly	A1
6.	Develops and implements operating procedures including when to change and/or correct current procedures.	Monthly	B2
7.	Prepares and updates training manuals; assists Director in setting training agenda; schedules training classes; teaches training classes.	Monthly	B2
9.	Prepares agency required reports such as Department of Public Safety, AZ Department of Environmental Quality, <i>ADE, UST</i> and annual budget and capitol purchases.	Monthly/ Annually	B2
10.	Performs other duties of a similar nature or level.	As Required	

<p>Knowledge (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • Safety procedures; • Traffic laws; • Heavy equipment fleet operations; • Preventive maintenance programs; • Laws and regulatory compliance.
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Skills (position requirements at entry):

Skill in:

- Operating a school bus;
- Writing and designing manuals and forms;
- Controlling inventory;
- Providing in-class training;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and four years transportation related experience, including one year of supervisory related experience; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Commercial Driver's License with passenger endorsement;
- Cardio Pulmonary Resuscitation (CPR) Certification;
- First Aid Certification;
- Classroom Instructor Certification;
- Behind the Wheel Instructor Certification;
- 3rd Party Tester Certification.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, grasping, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to chemicals, oils, extreme temperatures, 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.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (kw)

Date: 3/98

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