

Killeen Independent School District Job Description

Job Title: Supervisor for Transportation Support
Reports To: Transportation Support Specialist
FLSA Status: Exempt

SUMMARY

Administers district bus-video monitoring program and coordinates with district disciplinarians to maintain a safe school bus environment. Serves as the coordinator for all transportation information systems within the department. Supervises activities of individuals engaged in bus servicing, basic safety inspections, and operations of automation systems and databases.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Administers district bus video program including installation, maintenance, and daily operations of video equipment.

Supervises fleet service and automation personnel in the performance of operations to include maintaining office automation systems and bus video systems and databases and conducting automation systems training.

Maintains inventory of all video recording and playback equipment, office computers, and printers.

Procures new and replacement items supporting the office automation systems and bus video systems and information systems.

Maintains a library of digital videos and delivers videos to transportation administrative personnel, school principals, and assistance principals upon request to include converting digital videos to acceptable media as needed.

Ensures that technology, audio visual, fueling and bus wash equipment are operational, properly distributed, installed, and configured to enable optimal performance. Troubleshoots problem areas in a timely and accurate fashion and provides end-user training and assistance where required.

Identifies and reports any technology or maintenance concerns that are beyond the capability of in-house expertise.

Serves as primary administrator for video and storage of transportation systems.

Oversees fleet service fuelers in the performance of daily fueling and systems inspection operations.

Maintains all district-owned fuel servicing facilities, including pump islands and automated fuel delivery and environmental monitoring system.

Ensures safety standards for fleet service teams during the performance of daily fueling and bus washing activities.

Administers transportation services fuel contract; orders fuel as required to ensure continuing fuel availability and maintains fuel records in accordance with Texas Commission Environmental Quality standards.

Inventories and accounts for all district-owned video equipment.

Operates two-way radio equipment and communicates information required for continuing operation of all transportation functions.

Makes presentations during driver in-service training and small group meetings and assists in department-wide staff development programs, as needed.

Assists in accident and incident investigations, as required.

Assists with enforcement of administrative policies, procedures, safety rules, and governmental regulations.

Assists with equipment procurement process by reviewing specifications and conducting product evaluations.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises all individuals engaged in fleet and automation technology support functions (fueling, bus washing, and technology). Carries out supervisory responsibilities in accordance with organizational policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Associate's degree, preferred, and five or more years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain Underground Storage Tank (UST) Facility Class A and Class B certification within 30 days of employment (training class availability permitting). Texas Association for Pupil Transportation (TAPT) certification preferred. Texas Commercial Driver's License (Class A or B) with passenger (P) and school bus (S) endorsements without air brake restrictions preferred.

Must be 21 years of age and have acceptable driving record according to Texas Education Agency and Texas Department of Public Safety standards. Must be able to pass pre-employment drug test and physical. Must pass physical annually and participate in random drug and alcohol testing. Must complete Texas School Bus Driver Certification Course (20 hours) and the Texas School Bus Driver Refresher Course (8 hours) every three years.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak clearly and effectively over a radio communications system, before groups of students and sponsors, and before groups of customers or employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

COMPUTER SKILLS

Must be familiar with troubleshooting of automated systems (hardware and software) and, utilizing the District's standard software products and, software that is unique to the department. Must also possess the ability to utilize advanced computer skills to maintain data systems and information used within the department.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists and in a fast paced, high-pressure environment. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Advise and direct operations based on evaluation of variables presented and interpretation of applicable instructions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds) and occasional heavy lifting (45 pounds and over). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Ability to operate a motor vehicle and operate wheelchair lifts, ramps, and securement locks. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus during the hours of daylight and darkness.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, outside weather conditions, and extreme heat. The employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate/loud. Frequent district-wide travel to multiple campuses as assigned.

Revised Date: October 30, 2018

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.