



### **Transportation Supervisor**

**Lewiston Public Schools** invites applications for the position of Transportation Supervisor. The successful candidate will be responsible for providing overall implementation and supervision of transportation operations. Strong supervisory skills, school based transportation experience and a mechanical background is preferred.

Salary: \$59,172 – \$65,010 DOE.

For a complete job description and instructions on how to apply, visit

[www.lewistonschools.net](http://www.lewistonschools.net). Questions may be directed to (208) 748-3000. Open until filled.

**EOE**

## JOB DESCRIPTION

**JOB TITLE:** Transportation Supervisor

Report Identification Code: edstsv

**Job Purpose Statement:** The job of "Transportation Supervisor" is done for the purpose of providing overall implementation and supervision of transportation operations; managing transportation operations, systems and staff to meet department work goals in a safe and efficient manner; ensuring compliance with pertinent regulations, codes and laws; providing for materials and equipment needs to meet project and scheduling deadlines; and resolving and/or recommending solutions to incidents, complaints and/or accidents.

### Essential Job Functions:

- \* **Assesses** department projects/programs and scheduling needs for the purpose of ensuring optimal use of staff and other resources to meet necessary deadlines.
- \* **Assesses** incidents, complaints and/or accidents for the purpose of resolving the situation or making resolution recommendations.
- \* **Assesses**, implements, and/or maintains computerized systems for the purpose of ensuring efficiencies in routing and fleet maintenance.
- \* **Coordinates** with other staff, vendors and/or contractors for the purpose of maximizing efficiency in meeting department work goals and deadlines.
- \* **Develops** transportation plans and vehicle maintenance program for the purpose of meeting student transportation needs and requirements and ensuring safe operating condition of district vehicles and/or equipment.
- \* **Directs** assigned staff for the purpose of maximizing the efficiency of the workforce and achieving department work goals.
- \* **Evaluates** staff for the purpose of ensuring standards are achieved and performance is maximized.
- \* **Maintains** department records and personnel files as appropriate for the purpose of providing documentation for audit purposes and meeting district, local, state and federal requirements.
- \* **Prepares** documentation for the purpose of providing written support and/or conveying information.
- \* **Presents** various programs and/or trainings for the purpose of informing staff and/or others of appropriate and necessary information, procedures and safe practices.
- \* **Recommends** new hires, promotions, terminations and transfers for the purpose of maintaining staffing needs and productivity of the work force.
- \* **Recommends** policies, procedures and/or actions for the purpose of providing direction and/or making decisions.
- \* **Maintains** an awareness of current federal and state laws for the purpose of ensuring compliance with transportation rules and regulations.
- \* **Solicits** quotations/bids for the purpose of providing cost information, making purchases and securing items necessary for efficiency of department operation.

### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

- \* **Participates** in various meetings, activities, and/or trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

**Job Requirements - Qualifications:**

- \* **Experience Required:** Job-related experience within specialized field with increasing levels of responsibility including supervision of personnel and projects.

- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* operate school buses and vans in a safe manner; assess and operate computerized records systems; plan and manage multiple projects coordinating with staff as needed to ensure completion; makes judgements based on common sense; administer personnel policies and practices; prepare and maintain accurate records; use English in both written and verbal form to communicate effectively with staff and the public; provide direction to others; read/interpret/apply pertinent codes, policies, regulations and/or laws; meet deadlines and schedules; and perform basic arithmetic calculations.

*Knowledge of:* vehicle operations; computerized record systems; basic maintenance requirements; driving codes and training requirements; problem-solving methodology; safety requirements and practices; appropriate laws, codes and regulations; and standard office procedures.

*Abilities to:* perform multiple, specialized and/or technical tasks; maintain computerized record systems; apply principles of logical thinking to define problems, collect data, establish facts and draw conclusions; work independently with minimal supervision; understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; work cooperatively with others; adhere to safe work practices; adjust to flexible work assignments; work under time constraints; maintain confidentiality of personnel and applicable records; work cooperatively with others; and apply basic first aid.

*Significant physical abilities include* sitting/standing/walking, lifting/carrying/ pushing/pulling, reaching/handling/fingering, talking/hearing conversations and other sounds, near/far visual acuity/visual accommodation/depth perception/field of vision.

- \* **Education Required:** High school diploma or equivalent
- \* **Training Required:** Proficiency in medium/heavy truck and/or bus maintenance trade
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance; valid driver's license and evidence of insurability; drug/alcohol testing clearance; DOT physical; possession of a Class B Commercial Driver's License (CDL) with school bus endorsement without an airbrake restriction; Idaho State School Bus Driver's Certification; first aid and CPR certification.