

MONTEREY COUNTY OFFICE OF EDUCATION

ASSISTANT MANAGER I TRANSPORTATION

CLASSIFICATION: Classified Management

SALARY LEVEL: 66

WORK YEAR: 227

DEFINITION:

Under the direction to the Manager of Transportation, the Assistant Manager of Transportation is responsible for all aspects of the management and operation of the Monterey County Office of Education's (MCOE's) Computer Routing System, Driver Training Program, Fleet Maintenance Program, and supervision of staff in the absence of the Manager of Transportation.

SUPERVISOR:

Manager of Transportation

POSITIONS SUPERVISED:

Classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Confers daily with the Manager of Transportation
- Supervises staff, and in the absence of the Manager of Transportation, supervises the daily department operations
- Assists in selecting and assigning drivers
- Calls substitute drivers as needed
- Schedules additional driving assignments as needed
- Evaluates the positions of Dispatcher, Bus Driver Instructor / Account Clerk, and Fleet Maintenance Technician(s)
- Plans and provides driver training instruction for department bus drivers
- Assists with compiling training documents; assists with route evaluation
- Calculates monthly driver timesheets and absence reports
- Supervises the use of the computer routing system
- Monitors the fleet maintenance program
- Attends workshops and meetings as necessary
- Complies with County Office of Education Board Policies and Administrative Regulations

- Receives and handles parent, staff, and community questions and complaints; may participate in screenings and the interviewing of perspective MCOE employees; prepares route maps; drives a bus in an emergency

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and operate bus and automobile; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), physical strength sufficient to lift fifty (50) pounds; physical stamina sufficient to sit for prolonged periods of time, stand or walk for prolonged periods of time; physical tolerance to be exposed to dust pollen, chemicals, cleansers, petroleum products (gasoline, diesel fuel, oil); mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience

- Any combination of education, training, and experience equivalent to graduation from high school
- Five (5) years experience driving a school bus in California

Knowledge of:

- Principles and practices of supervision and training
- Applicable laws, codes, regulations, policies and procedures
- Safe driving practices
- Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in transporting special education students
- School bus transportation routing systems
- School district internal process and procedures
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Operation of a two-way radio
- Modern office methods, practices, and procedures

Skills and Abilities:

- Ability to organize, coordinate, and administer activities
- Ability to keep accurate records

Licenses and Certifications:

- California Driver's License of the proper class and California Driver Certificate issued by the State Department of Motor Vehicles
- Possess a First Aid Certificate issued by the American Red Cross or pass the California Highway Patrol first aid test

Desirable Qualifications:

- Previous experience in leadership, coaching, and teambuilding skills to strengthen and cultivate relationships
- Experience in organizing and conducting training workshops
- Possess American Red Cross Instructor Certificate for CPR and First Aid Practices
- Possess a School Bus Driver Instructor Certificate issued by the State Department of Education

Approved 03.01.16
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