

## ORANGE UNIFIED SCHOOL DISTRICT

### **DIRECTOR, TRANSPORTATION AND MECHANICAL SERVICES**

#### **DEFINITION**

Under general direction, to plan, organize, coordinate and direct the functions and activities of the District transportation service operation; to plan, organize, coordinate and direct the maintenance and repair of the District motorized and other equipment; to plan, organize, and direct the pupil transportation bus driver training and safety program; to review, monitor, audit and coordinate the District's contract pupil transportation services; and to do other related functions as directed.

#### **ESSENTIAL DUTIES**

- Plan, organize, coordinate and direct the functions of the transportation operation, including bus route planning and assigning transportation personnel.
- Plan, organize, and direct the inspection, maintenance and repair of pupil transportation and other equipment.
- Confer with and advise mechanical service personnel and transportation personnel regarding unusual or unforeseen problems, and in the development of alternative problem solutions.
- Plan, review, monitor and direct the development of bus routing and pupil transportation schedules to ensure adherence to a cost effective operation and the appropriate utilization of personnel and equipment.
- Determine major mechanical repair time and material cost estimates, and set priority repair and maintenance schedules.
- Plan, organize, direct, and provide counsel and information to District personnel and the educational community concerning pupil transportation related problems, issues and concerns.
- Plan, organize, and direct the investigation, testing pupil transportation and vehicle service supplies, materials and equipment to ensure the maintenance of an appropriate inventory, and the development of a replacement schedule for obsolete motor vehicle and transportation equipment.
- Plan, organize, and participate in the budget planning process, and in the development, implementation and maintenance of expenditure control procedures.
- Plan, organize and conduct personnel orientation and in-service training programs.
- Plan, develop and implement policies, guidelines and operational procedures to ensure a cost effective and cost beneficial operational mode.
- Plan, develop, implement and maintain an automated data management, storage and retrieval system, including files and records pertaining to inventory and expenditure control, operational processes and preventative maintenance programs.
- Review, monitor, and audit accident investigation involving pupil transportation equipment and District owned vehicles and equipment, and prepare evaluative reports and take appropriate corrective action.
- Review, monitor, audit and evaluate the performance of transportation and technical service personnel, and assist them in resolving conflicts and personnel related problems.
- Plan, organize, coordinate, and participate in the recruitment and selection of transportation and mechanical service personnel.

**DIRECTOR, TRANSPORTATION AND MECHANICAL SERVICES - Page 2 of 3**

**QUALIFICATIONS**

Knowledge of:

Principles, methods, trends, procedures and techniques of a comprehensive pupil transportation and mechanical service program;

Methods, techniques and procedures pertaining to the maintenance and repair of gasoline and diesel powered motorized equipment;

Legal mandates, policies, regulations and guidelines of a pupil transportation and safety program;

Practices, methods, procedures and techniques of organization, supervision, and the evaluation of personnel performance;

Safe working methods and procedures.

Ability to:

Effectively and efficiently organize, coordinate and direct pupil transportation and mechanical service maintenance and repair functions and activities;

Prepare accurate cost analyses pertaining to major equipment maintenance and repair projects;

Interpret and work from technical manuals, drawings, schematics and diagrams;

Communicate effectively in oral and written form;

Understand and carry out oral and written directions with minimal accountability controls;

Establish and maintain cooperative organizational and community relationships.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handling and working with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**DIRECTOR, TRANSPORTATION AND MECHANICAL SERVICES - Page 3 of 3**

Experience:

Five years of experience in a pupil transportation and mechanical service program, including two years in a management or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade, supplemented by advanced training or course work in the business management, organization and supervision, and the management of transportation and mechanical service programs.

**License and Certificate Requirements**

Possession of a valid Class A or B, California Motor Vehicle Operator's License;  
Possession of a School Bus Driver's Certificate issued by the California Highway Patrol, including passage of a first aid examination.

**Condition of Employment**

Insurability by the District's liability insurance carrier.