

TRANSPORTATION SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of a responsible nature which involves supporting and promoting the provision of transportation and vehicle maintenance services to school districts and transportation companies within the county. The work includes contacting school districts and others to offer services, scheduling and dispatching vehicles as well as repairing and maintaining vehicles. Supervision is exercised over a small number of mechanics, clerical and dispatching staff, as well as bus drivers and school bus attendants. Does related work as required.

TYPICAL WORK ACTIVITIES:

Initiates contact with school districts and private companies to offer transportation and/or vehicle maintenance services;

Develops and monitors budget and billings for vehicle maintenance, student transportation and bus leasing;

Monitors all requirements of Department of Transportation particularly as they pertain to safety, maintenance, repairs, inspections and transport of students;

Directs a program of required preventative maintenance and schedules repairs as required by the Department of Transportation;

Conducts, maintains records and certifies safety training according to Department of Motor Vehicle regulations and additional training and testing for BOCES employees and other school districts;

Supervises day-to-day operations of vehicle repairs by scheduling work, recommending staffing, reviewing work and providing guidance for difficult repairs as needed;

Maintains inventory controls of tools and parts for vehicle maintenance;

Provides supervision as needed to dispatching personnel;

May fill in as bus driver or dispatcher on an as-needed basis.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, regulations, standards and safety practices applicable to the transportation of school children; good knowledge of the practices of school bus inspection and prevention maintenance; good knowledge of appropriate State Education Department, Department of Motor Vehicles and Department of Transportation regulations; good knowledge of automotive maintenance and repair; good knowledge of the selection, supervision and training of personnel; working knowledge of practices and techniques of scheduling and dispatching school buses; ability to present oral and written reports in clear and concise language; aptitude for establishing and maintaining cooperative relationships.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and five (5) years of work experience which must have been in the field of automotive mechanics, two (2) of which included a responsibility for scheduling and supervising repairs, as well as the dispatching and inspection of vehicles.
2. Certification as a School Bus Driver Instructor by the New York State Education Department.
3. Possession of a New York State Vehicle Inspection License.

NOTE: Vocational training in automotive mechanics may be substituted for three (3) years of the general experience described in 1. above.

SPECIAL REQUIREMENT: Possession of a valid driver's license appropriate for the vehicle to be driven. It is the responsibility of the appointing authority to verify the validity and appropriateness of the license.