



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

## **ASSISTANT DIRECTOR OF TRANSPORTATION**

### **JOB SUMMARY**

Under the direction of the Director of Transportation, the Assistant Director of Transportation will supervise and coordinate multiple functions within the Transportation Department to attain the goals and objectives of the department. This management level will be interchangeable and will be responsible for providing assistance in the coordination of diverse, but similar, specialties. This level of management is distinguished from the Coordinator level due to the responsibility of overseeing the multiple levels of specialty.

### **ESSENTIAL FUNCTIONS**

- Supervise all route planning staff, at multiple sites and on varied shifts, to ensure efficiencies, timeliness, and accuracy;
- Supervise all operations staff, at multiple sites and on varied shifts, to ensure resourceful office operations and route coverage;
- Supervise all maintenance staff, at multiple sites and on varied shifts, to ensure resourceful shop operations;
- Assist in the development and implementation of departmental routing software;
- Supervise the monitoring, maintenance and updates to be used in the computer assisted routing software;
- Supervise the development, monitoring, maintenance and updates for office software programs and software databases;
- Supervise efficient utilization of transportation personnel;
- Work in conjunction with departmental accounting staff to provide accurate and timely invoices to partner districts;
- Work collaboratively with other management staff members to provide input to improve operational consistencies;
- Supervise the personnel assigned to oversee the route bids at assigned locations(s) to ensure compliance;
- Supervise the training and evaluation of office staff employees;
- Supervise the preparation of a variety of narrative and statistical reports, records and files;
- Interpret varied policies and procedures both internal and external for partner districts;
- Problem solve and address issues before they become problems;
- Coordinate, attend and chair meetings as deemed necessary;
- Ensure superior customer service is provided to all entities;
- Other duties as assigned.

### **KNOWLEDGE OF**

- California Code of Regulations Title 13, California Vehicle Code, Federal Code of Regulations Title 49, California Education Code, and all applicable laws, rules and regulations relating to the safe transportation of students;
- Principles, methods, procedures and techniques of a comprehensive pupil transportation program;
- Methods, techniques and procedures pertaining to the maintenance and repair of gasoline and diesel powered motorized equipment;
- Effective and efficient routing and work order methods, time keeping and scheduling procedures including knowledge of computerized routing and vehicle maintenance work order systems;
- Safe working methods and procedures;
- Vehicle maintenance programs and operations.

### **ABILITY TO**

- Plan, organize, coordinate and supervise the operations of a transportation system and the work of subordinates;
- Communicate effectively in oral and written form;
- Prioritize daily responsibilities and tasks;
- Foresee issues before they become problems;
- Respond appropriately to directions and changes in working assignments;

- Be on call at all times;
- Work with minimal supervision;
- Identify proper assignment of duties and delegate duties as appropriate;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative working relationships with the public, District personnel and all partner districts;
- Establish efficient and effective routes.

### **EDUCATION**

High school diploma and possession of the knowledge and abilities listed above; bachelor's degree in business administration, public administration, or field related to transportation or logistics is highly desirable.

### **EXPERIENCE**

Minimum two (2) years of experience in planning, managing or supervising a public transportation system.

### **REQUIRED LICENSES AND/OR CERTIFICATES**

Possession of a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by Districts insurance carrier and maintain such insurability during course of employment.

### **HEALTH/PHYSICAL ABILITIES**

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

### **PHYSICAL DEMANDS**

Reach, bend, stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 25 pounds (infrequently); grasp and manipulate tools and supplies; use seeing, hearing and speaking.

### **WORKING CONDITIONS**

Work outdoors and indoors. Exposure to: seasonal outdoor temperatures 20°-120°, dust, wind and sun, snow, ice, traffic, and fuel odors; frequent driving to various locations throughout Southern California. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EMPLOYMENT STATUS:** Classified Management Position.

June 2013