

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6816
Pay Grade: E03

FLSA: Exempt
PTS

TRANSPORTATION, ASSISTANT COMPOUND MANAGER
REPORTS TO: Transportation, Compound Manager
SUPERVISES: Support Staff
QUALIFICATIONS: Associate's degree from an accredited college or university. Two (2) years of verified student transportation experience may be substituted for each year of educational requirement listed above. Demonstrated ability to read and interpret rules, regulations and laws. Demonstrated highly effective skills in oral and written communications. Demonstrated experience in the use of generally accepted office computer applications (e.g., Microsoft Office Programs). Must possess and maintain a valid Florida Class "B" commercial driver's license with passenger and school bus endorsement. Must hold a current State Medical Examiner's Certificate issued by a Pinellas County School Board-approved physician.
MAJOR FUNCTION
Supervises a group of bus drivers within an operating area to ensure a coordinated and effective operation of the student transportation network. Meets with parents, school-based administrators, students, and the public to coordinate transportation efforts and resolve transportation-related issues/problems. Prepares and maintains records required to manage regulatory, legal and personnel functions. Exercises discretion and independent judgment.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Maintains detailed records of route/driver observations to document and provide relevant statistics and related information regarding students transported and transportation services. • Responsible for FEFP coordination between the schools, FTE/budget office, and transportation department. • Responsible for the accuracy of the FEFP. • Facilitates the resolution of student discipline and safety problems with drivers, schools, safety personnel, parents and upper management. • Applies knowledge of state and federal laws and regulations, and state and local school board rules and regulations to daily bus operations to ensure regulatory compliance. • Handles complaints from local law enforcement, school-based administrators and the public at large regarding unsafe driving practices on the part of school bus drivers. • Continuously provides high quality communication between the transportation department and school-based transportation coordinators. • Works collaboratively and professionally with colleagues, school personnel and assigned staff. • Works cooperatively with Transportation, Compound Manager to resolve performance issues and/or to take appropriate disciplinary action. • Oversees the coordination of employee support plans and assistance. • Serves as a member of the PCS Transportation Safety Team. • Cooperates with the vehicle maintenance department to ensure all required inspection schedules are completed in a timely fashion, while ensuring enough buses are available to complete assigned work. • Ensures drivers apply policy and procedures by riding school buses. • Communicates district strategic plan, oversees employees' performance, provides guidance and support, identifies needs, and manages reciprocal relationships between staff and the district so that each is successful. • Implements direct supervisory responsibilities in accordance with district policies, and applicable state and federal laws. • Manages human capital in areas of recruitment and retention of employees in department or division to include interviewing, onboarding, training, and evaluating employee performance. • Addresses complaints and resolves issues with employees to include rewarding and disciplining employees as appropriate. • Performs other related duties as assigned.

TRANSPORTATION, ASSISTANT COMPOUND MANAGER

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 12/05/23 PT; BOARD APPROVED: 01/23/24

TRANSPORTATION, ASSISTANT COMPOUND MANAGER

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X		X		
27. Other physical, mental or visual ability required by the job	X				

Transportation, Assistant Compound Manager - PTS