

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7369
 Pay Grade: E03

FLSA: Exempt
 PTS

TRANSPORTATION, FIELD OPERATIONS SUPERVISOR
<p>REPORTS TO: Transportation, Compound Manager</p>
<p>SUPERVISES: Bus Drivers</p>
<p>QUALIFICATIONS: Associate's degree from an accredited college or university. Five (5) years demonstrated satisfactory experience in a student transportation operation including two (2) years satisfactory experience as a lead person, coordinator, or supervisor, preferably with a large group. 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 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 State of Florida Class "B" commercial driver's license with passenger and school bus endorsement.</p> <p>PREFERRED: Bachelor's degree from an accredited college or university in business or public administration.</p>
MAJOR FUNCTION
<p>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. Duties are performed under the supervision of the Transportation, Compound Manager. Exercises discretion and independent judgment.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Supervises a group of bus drivers within an operating area. • Makes recommendations that are given particular weight to hire or fire employees. • Makes retain/release decisions on probationary drivers assigned to the group in consultation with the Transportation, Compound Manager, prior to the conclusion of the probationary period. • Counsels bus drivers in all areas of job performance, documents for evaluation purposes, and carries out discipline measures appropriate to level of management. • Evaluates bus drivers assigned to the group in conjunction with Transportation, Compound Manager and peers. • Facilitates the resolution of student discipline and safety problems with drivers, schools, safety personnel, parents and upper management. • Provides assistance to trainers in the completion of their duties. • 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. • 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. • Audits school bus routes, stops, equipment and drivers to promote safety and efficiency. • Works cooperatively with Transportation, Compound Manager to resolve performance issues and/or to take appropriate disciplinary action. • Works with the Office of Professional Standards (OPS) to ensure consistent application of School Board policies. • Serves as a member of the PCS Transportation Safety Team. • Maintains detailed records of route/driver observations to document and provide relevant statistics and related information regarding students transported and transportation services. • Performs routine onsite checks of bus stops, for compliance of policy and procedures. • Ensures drivers apply policy and procedures by riding school buses as needed. • Performs other related duties as assigned.

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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: 12/13/04; BOARD APPROVED: 2/22/05; PQ's REVISED: 7/08 RAS; BOARD APPROVED: 10/29/08; REVISED FORMAT, TITLE, MQ PG, 05/16/17 CH; BOARD APPROVED: 10/24/17; REVISED: JOB TITLE, MF, ER, 02/16/21 LM; BOARD APPROVED: 03/23/21

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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				
27. Other physical, mental or visual ability required by the job	X				

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