

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7365  
Pat Grade: C05

FSLA: Exempt

**SUPERVISOR, TRANSPORTATION PROCESS & QUALITY CONTROL**

**MAJOR FUNCTION:**

This position is responsible for managing critical safety, routing and customer service quality control/auditing functions with the goal of continually improving those key performance areas. Establishes process documentation and procedures, along with performance expectations and measurements to ensure departmental work is executed at a consistently high level. Creates updates and maintains manuals, brochures, and a common calendar used for planning key departmental work operations. Exercises discretion and independent judgment.

**DUTIES AND RESPONSIBILITIES:**

- Supervises customer service, route auditing, and road safety personnel.
- Makes recommendations that are given particular weight to hire and fire employees.
- Plans, organizes, and manages a comprehensive program of quality control and accountability functions that ensure compliance with Federal, State, and local laws, rules, regulations and policies related to transportation safety and efficiency.
- Manages the district's Safe Driver Plan and chairs the Safe Driver Committee that assesses points and determines how to prevent school bus accidents.
- Prepares and updates manuals and procedures used in the department and district to ensure consistent implementation of a safe, efficient student transportation system.
- Develops and implements measurement systems used within the department that allow for the effective management of all aspects of the district's student transportation system.
- Provides regular reports to line management and ad hoc reports to higher management and the Board upon request.
- Develops, implements, monitors and reports progress on a common calendar used to coordinate the work of various groups within the transportation department. This includes but is not limited to: route planning for the regular and extended school year, student census and reporting associated with the Florida Education Finance Plan (FEFP), annual evaluations, and school opening activities.
- Represents the Transportation Department on various cross-functional planning teams (e.g., calendar committee).
- Gathers data and input from key departmental managers and staff that are used to continually improve all department processes and procedures.
- Works with diverse groups in a professional and courteous manner, and communicates effectively both orally and in writing.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in business, organizational development, process control or related field. Three (3) years related professional experience. Demonstrates excellent interpersonal, organizational and communication skills. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

**PREFERRED:**

Demonstrated knowledge of school transportation operations in a large fleet (100+ buses) operation.

ISSUED: 1/05 AK; BOARD APPROVED: 2/22/05

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.

**SUPERVISOR, TRANSPORTATION PROCESS & QUALITY CONTROL**

| <b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>   | Seldom<br>Or<br>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 keyboard to enter and transform words or data   |                       |         |        |       | X      |
| 21. Using a video display terminal  |                       |         |        |       | 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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