

JOB DESCRIPTION

Job Title:	Supervisor Routing
Date Revised:	5/5/2014
REPORTS TO:	Manager Operations (Transportation)
FLSA STATUS:	Exempt
PAY GRADE:	201

QUALIFICATIONS

- High school diploma or GED required; Bachelor's Degree preferred
- Transportation routing software experience; Transfinder routing software preferred
- Three years experience in transportation management and supervision required
- Ability to possess a Class B, Texas Commercial Driver's License (CDL) with Passenger and Student Endorsement, within 90 days of hire date required
- Effective communication and presentation skills to present training to staff on routing technology, including verbal and in writing, required
- Experience in conflict resolution, consisting of bringing several factions together, identifying areas of disagreement and causing resolution required
- Experience in problem solving and work with little or no assistance or supervision
- Knowledge with creating databases, queries and reports required
- Knowledge of routing area, including streets and subdivisions in the Fort Bend ISD School District, preferred
- Ability to maintain harmonious relationships with Transportation personnel, administrators, teachers, coaches and community members required
- Ability to operate all of the District's vehicles at a fully functional level required
- Strong computer/software skills and some college preferred

JOB GOAL:

The Routing Supervisor oversees the Routing Specialist and continually evaluates Transportation Department routes and systems used for supporting day-to-day operations. This position works with the Transportation Management Team and coordinates closely with the Technical Services Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop bus routes based on student enrollment and attendance boundaries zones
- Create new 2-mile and hazardous boundaries including stops, runs and make adjustments to reflect the changes
- Maintain a roster of students for reporting purposes and eligibility requirements
- Coordinate periodic updates to the student database and attendance zones
- Maintain communication with supervisors, schools, the public and bus drivers regarding bus route issues and changes that would reflect on the Fort Bend ISD School Zone & Bus Route Web Query
- Provide route rosters and other data supporting preparation of state and local transportation reports
- Act as liaison with district technology department and third party software companies to maintain proper software and hardware operations and resolve programming errors
- Train and support appropriate district personnel in the use of routing software report generation capabilities
- Develop, modify and maintain routing reports required for campus, administrator, and transportation record purposes
- Maintain current district routing software maps and coordinate updating street changes and modifications
- Maintain and update student stop count and AM/PM stop times for routing software program
- Perform routing optimization for the following school year and other required beginning and end of the year processes as necessary
- Analyze, configure and generate student data from Skyward program
- Go to site location to inspect street location and address range

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform general office administrative duties
- Support, design, maintain and update security changes for the database programs for the Transportation Department
- Import/export database files to routing system
- Investigate and resolve complaints/concerns regarding routing safety
- Work on special projects assigned by the Director of Transportation Department and other administrative personnel
- Investigate and review all driver/direction issues and determine prevention measures
- May supervise more than one employee at a time
- Perform other duties as assigned

WORK ENVIRONMENT:

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, and crouch for extended periods of time; and talk, hear, and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Work may require working and driving in adverse weather and/or road conditions. Work involves exposure to hazardous liquids and fumes. The work environment has frequent interruptions. Rescheduling and rearranging to meet unexpected changes is frequently required. Work is subject to deadlines. Maintaining emotional control under stress will be required. This position requires repetitive hand motions and prolonged use of the computer. Ability to effectively present information and respond to questions, inquiries and/or complaints, display courtesy, tact and respect when dealing with others. Perform multitasking on more than one project at a time.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.