

Cypress-Fairbanks Independent School District

Director, Transportation (2939)

JOB POSTING

Job Details

Title Director, Transportation
Posting ID 2939
Description

QUALIFICATIONS:

1. Bachelor's Degree; Master's Degree (preferred)
2. Pupil Transportation Official Certificate from the Texas Association of Pupil Transportation (preferred)
3. Ability to supervise and manage operations of a large fleet of vehicles
4. Working knowledge of vehicle repair and maintenance
5. Ability to manage budget and personnel
6. Ability to implement policy and procedures
7. Ability to interpret data
8. Ability to utilize technology to plan, operate, monitor, and evaluate transportation programs
9. Knowledge of state reporting requirements and guidelines related to student transportation
10. Strong organizational, communication, and interpersonal skills
11. Three years of supervisory experience in managing transportation operations of a large fleet
12. Experience as a bus driver preferred.

TERMS OF EMPLOYMENT:

Annual Contract: 250 days

SALARY:

\$96,895 (BA 8)

Minimum Salary Range (based on experience) as set by the Board of Trustees for the school year 2018-2019

ESSENTIAL FUNCTIONS:

Transportation Operations

1. Direct and manage the district's transportation and vehicle maintenance programs.
2. Ensure the safety of all students and passengers riding district vehicles.
3. Manage and direct the assistant directors and area directors in the operation of the transportation department.
4. Collaborate with the assistant directors and area directors in the development, evaluation, and enforcement of departmental guidelines, policies, and procedures.
5. Oversee the transportation department's routing and scheduling.
6. Manage and approve specifications of all materials and service contracts for transportation department.
7. Assist in the planning and forecasting of future needs in transportation.
8. Implement the district's student management policies as related to transportation programs.
9. Investigate customer concerns and determine appropriate action to resolve.

Policy, Reports, and Law

10. Implement federal and state law, State Board of Education rules, and local board policy governing transportation service.

11. Compile, maintain, and file all physical and electronic reports, records, and other documents required.

Budget and Inventory

12. Administer transportation budget and ensure that programs are cost-effective and funds are managed prudently.

13. Compile budgets and cost estimates based on documented program needs.

14. Oversee and make recommendations regarding the purchase of parts and equipment for the transportation department in accordance with budgetary limitations and district policies.

15. Approve and forward invoices and purchase orders to the accounting department.

16. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.

Personnel Management

17. Oversee the preparation, review, and revision of job descriptions in the transportation department.

18. Evaluate job performance of employees to ensure effectiveness.

19. Select, train, and supervise transportation personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Safety

20. Maintain safety standards in conformance with federal, state, and insurance regulations and maintain a program of preventive safety.

21. Ensure that equipment is maintained in optimum operating condition.

Other

22. Attend professional growth activities to keep abreast of innovative techniques in transportation operations.

23. Respond to after-hours emergencies as needed.

24. Regular and reliable attendance is an essential job function.

Supervisory Responsibilities:

Supervise and evaluate the performance of the assistant directors, area directors, systems and technical analyst and support staff assigned to the director's office.

Equipment Used:

Computer; fleet maintenance and routing/scheduling software, telephone, copier, printer, fax machine.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to maintain emotional control under stress; able to perform occasional district-wide travel; able to sustain occasional prolonged and irregular hours; ability to sit for prolonged periods of time.

DEADLINE TO APPLY:

August 10, 2018 or until filled

Applications will be reviewed
Not all applicants will be interviewed

Hiring Managers may choose to email you regarding this application. Please monitor your email regularly for any communication.

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<http://www.cfisd.net/en/job-seekers/career-opportunities/become-administrator/>

<i>Shift Type</i>	Full-Time
<i>Salary Range</i>	\$96,895.00 / Per Year
<i>Location</i>	TRANSPORTATION

Applications Accepted

<i>Start Date</i>	07/26/2018
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Job Contact

<i>Name</i>	Bill Powell	<i>Title</i>	Assistant Superintendent, Support Services
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