



Posting

(Vacancy Announcement)

Position Title: Assistant Director of Transportation

Posting Date: August 29, 2018

Deadline: Until Filled

Location: Transportation

Salary Range: \$66,765 - \$90,329

Length of Work Year: 260 days

Education (Certification/License): High School Diploma.

Bachelor's Degree, Valid Texas CDL driver's license (Preferred).

Experience: Two years experience as a Fleet manager/supervisor or related experience.

Primary Purpose: Oversee the day-to-day operational activities of the district school bus fleet, other district vehicles, equipment and directly supervise shop mechanics. Advise Director of Transportation on all district vehicle-related matters, parts inventory, repairs, and maintenance efficiencies.

- Special Knowledge/Skills:**
- Strong organizational, communication, public relations, and interpersonal skills.
 - Comprehensive knowledge of existing and proposed state, local and federal laws, regulations, rules, and standards affecting vehicle maintenance, inspection, vehicle registration and specifications.
 - Proficient in use of basic computer programs.
 - Ability to track Preventative Maintenance (PM) activities, Inventory and service schedules, code invoices and schedule work based on routine PM inspections.
 - Promote high standards of safety and good housekeeping methods in the operation of the mechanical maintenance shop.
 - Audit work orders and maintain both electronic and hard copies of records.
 - Possess a valid Texas driver's license and a driving record that meets District's standard for operations of motor vehicles.
 - Supervise personnel regarding repair and maintenance of district school buses, other vehicles, and equipment.
 - Determine subcontracting requirements especially for vehicle/bus repairs.
 - Work irregular hours.
 - Take charge in absence of the transportation director.
 - Evaluate and recommend improvements in the purpose, design and implementation of transportation operational programs and support services.
 - Recommend improvements in policies, administrative procedures, state and federal regulations.
 - Provide status reports of programs in support of personnel, transportation, and equipment.
 - Ensure all facilities and equipment are kept in good repair, adequate to meet the needs and provide the safe welfare of the students and staff.
 - Assist in the preparation and filing of annual state transportation reports.
 - Coordinate and/or assist in the scheduling with district principals emergency evacuation according to state law and extra-curricular activities, field trips, etc.
 - Perform other duties and functions as assigned by the Director of Transportation.

Application Procedures: **District Employees:**
Online application and updated resume.
Contact Person: Kathy E. Londow

Non-District Applicants:
1. Online Application 3. Copy of transcript(s)
2. Current résumé 4. Criminal record release

Contact Numbers: PH: (409) 989-6251;
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