

## Middletown, CT Job Description

<b>Classification Title</b>	Manager of Transportation Services
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to ~~supervise coordinate all bus transportation routes for public and non-public schools, which includes morning and afternoon transportation, after school programs, late bus transportation and field trips. The work is performed under the direction of the Associate Superintendent of Schools.~~

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Plans, supervises and directs transportation services. ~~Discusses and implements changes in transportation with principals, parents and busing manager. ; prepares, administers and monitors transportation budget. Prepares and negotiates specifications for transportation contract and Board of Education vehicles. Coordinates with Bus Company in the event of delays.~~
- ~~Assists in the preparation and negotiation of bus contracts~~ Prepares correspondence to parents, administrators and transportation vendors. Reviews and updates transportation guidelines and policies.
- Prepares required reports on all bus incidents and accidents. Submits student conduct reports.
- Attends Board of Education, Middletown School Association and PTO meetings as requested. Provides monthly transportation presentations to the Board of Education.
- ~~Reviews all field trip requests for public schools.~~ Develops and presents yearly transportation budget. Monitors spending to ensure expenses are consistent with approved budgets. Analyzes expenditures and financial information to develop budget.
- ~~Supervises all transportation routes for public, non public and state schools and for athletics and field trips.~~ Provides supervision of the Administrative Assistant.
- Coordinates and oversees the delivery of inter-office mail, special deliveries and confidential materials.

## Middletown, CT Job Description

<b>Classification Title</b>	Manager of Transportation Services
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	

- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

~~High school diploma or equivalent with four years experience in transportation planning, dispatching or a closely related field or any combination of education and experience that provides equivalent knowledge, skills and abilities. Bachelor's degree and experience involving management and planning.~~

~~Appropriate education substitutions can be made.~~

#### Other

- ~~Position requires a valid State of Connecticut driver's license. Commercial Driver's License and CPR/First Aid Certification.~~

### PREFERRED QUALIFICATIONS

None.

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to mid-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. ~~Requires the a~~Ability to implement decisions based on such data, and oversee the execution of these decisions.
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, specifications, contracts, invoices, time cards, payroll documents, income statements, local, state and federal health and safety requirements, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Superintendent of Schools, Board of Education, parents, teachers, students, principals, food service and transportation workers, law enforcement agencies, the media and the public.~~

## Middletown, CT Job Description

<b>Classification Title</b>	Manager of Transportation Services
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	

- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities

## Middletown, CT Job Description

<b>Classification Title</b>	Manager of Transportation Services
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	

- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Middletown, CT Job Description

<b>Classification Title</b>	Manager of Transportation Services
<b>Job Code</b>	
<b>Department</b>	Board of Education
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Non-Exempt
<b>Pay Grade</b>	

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/10/15
<b>Dates revised</b>	