

Vassar Public Schools
220 Athletic St
Vassar, MI 48768

**TRANSPORTATION SUPERVISOR/
BUS MECHANIC**

Posting date: 6-21-18

SUMMARY:

Assumes the duties and responsibilities as related to supervising and training personnel, as well as dispatching, routing, and scheduling buses. Also manages overall operation of transportation department.

Perform journeyman level work in repair, service and maintenance of school buses and other vehicles

Performs road checks to determine safety

This person works up to 260 days a year. Additional hours/days may be required. Salary is negotiated with the Vassar Board of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Supervises and coordinates all aspects of student transportation operation, including responsibility for day to-day operation of school buses.
- Reviews and investigates student or bus driver problems and recommends appropriate action.
- Confers with school officials, parents and outside agency officials on student transportation problems, procedures, and requirements.
- Defines job performance expectations of staff, evaluates job performance.
- Monitor work to ensure that is being performed properly.
- Manages budget and reviews purchases for transportation department.
- Prepares, compiles submits reports on work activities, operations and work related accidents.
- Ensures that all vehicles in the transportation department are adequately maintained by overseeing or scheduling repairs and preventive maintenance of vehicles and other equipment.
- Prepares correspondence on student transportation issues.
- Answers mail and phone requests on bus routes and stop locations, and reviews requests for schedule changes.
- Acts as liaison between departments and school and community.
- Must be willing to work irregular hours during emergencies.
- Conducts safety inspection, accident, investigations and training programs to create a safe environment.
- Ability to handle stressful situations.
- Implements schedules for field trips and after school events.
- Diagnose and repair mechanical, electrical and engine defects in buses and other automotive equipment and evaluates driver defective reports.
- Makes roadside repairs as required.
- Completes vehicle maintenance forms and records.
- Possess a set of automotive mechanic tools and storage cabinet.
- Open and close bus compound.
- Check roads in inclement weather and report to Superintendent.
- Maintain buses to Michigan State Police standards.
- Oversee and approve payroll.
- Drive bus if necessary.

SUPERVISORY RESPONSIBILITIES:

Supervises transportation staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Five years' experience in Transportation supervision.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of or ability to obtain a valid Michigan commercial driver license class b with passenger, school bus and air brake endorsements and certificate of continuing education State Of Michigan green card. D.O.T medical examiner's certificate. State of Michigan Transportation Supervisor certification card.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information and respond to questions in one-on-one and small group situations to staff, administration, and/or members of the business community.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

KNOWLEDGE, SKILLS and ABILITIES:

Experience in training and management or supervision and knowledge of transportation preferred.

Experience in field of fleet management. Technology proficient. Experienced bus driver. Proven skills in leadership, management and team building.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, and talk or hear. The employee is frequently required to stand, climb stairs and ladder. The employee is required to bend or twist the trunk and neck more than the average person during the operation of a variety of power tools and equipment. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee will visit various buildings for inspection and meetings. The employee will regularly lift and push/pull up to 50 pounds and will occasionally be required to lift and push/pull over 90 pounds such as file cabinets, furniture, appliances, and when unloading trucks.

WORK ENVIRONMENT: The work environment characteristics 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.

The noise level in the work environment is usually quiet to moderate depending upon daily activity. The employee frequently meets multiple demands from several people. The position requires meeting some deadlines with time constraints and irregular or extended work hours. Work is performed indoors and out of doors.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

DEADLINE: UNTIL FILLED

Send a letter of interest, credentials and a resume to:

Lori Hubbard, Human Resources

Vassar Public Schools

220 Athletic Street

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