

SUPERVISOR, TRANSPORTATION

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, directs and supervises the daily activities, workflow, and resources related to the operation of the District's Transportation Department, including but not limited to the busing system, fleet maintenance program, coordination of related District programs, and the maintenance and improvement of all District busing routes; participates as part of the Facilities, Planning, and Management leadership team.

SPECIAL AND ONGOING REQUIREMENTS

This is a Safety Sensitive level class of the Transportation Program series as defined by 49 Code of Federal Regulations. A "Safety Sensitive" designated job classification means an employee in the regular course of their duties is required to be subject to the US Department of Transportation workplace drug and alcohol testing program and register with the FMCSA Clearinghouse reporting program.

Additional ongoing requirements:

- Commercial Driver License – renewal every 5 years
- California School Bus Special Certificate – requires ongoing annual training and renewal every 5 years with CHP
- Medical Examiners Certificate – renewal every 2 years or less
- CHP First Aid CPR testing – renewal every 5 years and/or First Aid CPR certification – renewal every 2 years
- California School Bus Driver Instructor Certificate – must meet the annual training requirement for maintaining certification

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Participates as part of the Facilities Planning and Management Leadership Team by effectively directing and supervising assigned departmental personnel. Supervisory duties include: instructing, planning and assigning work; determining performance objectives; maintaining standards; coordinating activities; selecting new employees; acting on employee disciplinary issues and recommending employee discipline and discharge as appropriate; reviewing and evaluating the work of departmental employees for effectiveness, completeness and accuracy and adherence to departmental policies and procedures; offering safety and skill training and advice and assistance as needed. *
2. Manages and supervises the daily workflow of departmental employees, ensuring the completion of daily tasks as assigned; assists staff to accomplish daily functions and performs as substitute bus driver and mechanic as needed. *
3. Manages and supervises the operation of the District's busing system, including home-to-school transportation, disabled student transportation and transportation for athletic,

- educational and special trips including working with travel groups, clubs and departments to provide trip planning, cost estimates, scheduling drivers and maintaining trip schedule calendar; manages and maintains District bus schedule and bus routes including but not limited to analyzing bus routes, modifying, and adjusting bus routes and creating new bus routes and schedules for special events and programs. *
4. Devises, implements, and enforces safety rules, regulations, procedures and plans to maintain the safety of departmental and District personnel; investigates accidents and injuries and corrects hazardous conditions as possible and appropriate. *
 5. Develops organizational, operational, and comprehensive plans and operating procedures for departmental projects and functions; evaluates and plans for both short- and long-term staffing and equipment needs. *
 6. Prepares, maintains, inspects, and submits reports related to District vehicles and equipment fleet such as inventory, state smog check, diesel emission and smoke testing programs and fuel station operations. *
 7. Serves as District agent in coordinating Spill Prevention Control and Countermeasure Plan with regulatory agencies; monitors, assess, performs tests and inspections, prepare, and submits reports as required and coordinate spills control efforts; conducts trainings as required. *
 8. Manages the District's Transportation Department repair shop, ensuring the proper and timely maintenance and repair of all Department vehicles and equipment; monitors life cycle replacement for all departmental vehicles and equipment, including maintaining the district vehicle and equipment master list. *
 9. Performs as District agent and inspector in cooperation with contracts and various agencies on required regulatory programs, transportation issues and projects; programs including but not limited to Smog Check, Diesel Emissions, PSIP Diesel Smoke Test, Waste Tire Disposal and Radio Frequency Licensing programs. *
 10. Manages and maintains District Fueling Station including but not limited to ensuring regulatory compliance and testing, inspections, repairs; maintains Fuel Cardlock access program, working with District departments authorizing user access and maintaining user lists and access code accounts; provides user training, scheduled regulatory training; maintain District Spill Prevention, Control and Countermeasure plan (SPCC) regulatory compliance, trainings, and inspections as required; monitors and order fuel as needed; prepares, maintains and reports to required agencies regulatory fuel use documents and reports. *
 11. Manages and supervises required inspections for Aerial, Boom, Scissor, Vertical and Bus Wheelchair lifts and associated safety equipment including Fall Prevention Harnesses and Wheelchair restraints; coordinates with departments on various other programs including but not limited to Vehicle Lift Inspections/Certifications, California Environmental Reporting System (CERS) and Hazardous Waste Disposal. *
 12. Maintains and ensures compliance for all transportation files of District vehicles and personnel including the proper maintenance of the DOT and CHP records; manages CHP Bus inspection and maintenance program; schedules required inspections and ensures program compliance. *
 13. Develops files for and maintains required driver records and trainings; conducts trainings as required for California School Bus Driver Certification. *
 14. Secures estimates for work to be performed; prepare estimates of time and materials required for repairs and projects; analyzes actual costs compared to estimated costs; collaborates with staff in performing cost estimates. *

15. Reviews and determines departmental resource needs; recommends and coordinates purchases of major equipment, services, and materials; manages department parts and supplies inventory; research parts and supplies pricing, makes parts and supplies orders as needed. *
16. Prepares and monitors the departmental budget(s); prepares and/or approves budgetary/accounting reports, to include timesheets, invoices, and purchase orders. *
17. Prepares and maintains required records and reports. *
18. Develops and recommends staffing plans for assigned Department which meets the District's requirements in this area; evaluates and plans for both short-and long-term staffing, services and equipment needs. *
19. Develops and implements procedures to ensure customer service and satisfaction for department supervised. *
20. Monitors the effectiveness of assigned department; develops action plans to correct problems as required and manages the implementation of these plans. *
21. Operates a variety of office and shop equipment and runs specialize software programs including but not limited to, multi-line phones, Computerized Maintenance Management Systems, radio systems, computers, and electronic diagnostic equipment; may create, update, and maintain department documents including but not limited to compose correspondence, update forms and templates, and gather and compile information for reports. *
22. Assists in the coordination of activities during campus / community emergencies and natural disasters. *
23. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
24. Receives and responds to emergency calls 24 hours per day. *
25. Attends and participates in a variety of District or external meetings, committees, workshops, conferences, and trainings, as needed.
26. May perform supervisory duties in other areas within the Facilities, Planning, and management Division, as requested.
27. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate degree* with coursework in a related discipline; **AND**
- Four (4) years of journey-level experience in transportation services.
- One (1) year of supervisory experience
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate Degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Possession of a valid Class A or B driver license with School Bus (S), Passenger (P), and air brake endorsements. *
- Valid School Bus Driver certificate. *
- Valid Medical Examiners Certificate (MEC).*
- Valid First Aid and CPR (Cardiopulmonary Resuscitation) certificate. *

- Possession of or ability to obtain, within the first 6 months of employment, a School Bus Driver Instructor certification. *
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

*All licenses and certificates must be maintained throughout the duration of employment with the District.

NOTE: Refer to the California Department of Education Office of School Transportation for minimum experience requirements for School Bus Driver Instructor certification.

DESIRED QUALIFICATIONS:

- Experience in a supervisory or leadership position.
- Experience in a public educational environment.
- Experience in working within and complying with California School related rules and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District policies, procedures, rules, and regulations related to the area of assignment.
- area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Laws, codes, and ordinances related to the area of assignment.
- Supervisory and managerial concepts and principles.
- Theories, principles, and best practices in supervision and training of assigned staff.
- Proper use and care of typical college vehicles including automobiles, buses, and trucks.
- Occupational Health and Safety Administration (OSHA).
- Applicable safety methods associated with department equipment and activities.
- Biohazardous waste handling and disposal procedures.
- General business management and systems organization.
- District human resources policies and procedures and applicable collective bargaining agreements (CBAs).
- Current technologies, trends, and changes in the industry related to department functions and the area of assignment.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Computer hardware and peripheral equipment.

- Mobile devices and applications utilized by the District and/or college.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Department and/or program policies and procedures related to the area of the assignment.
- Ensure the maintenance of District and department vehicles, tools, and equipment.
- Operate a District vehicle, observing legal and defensive driving practices.
- Motivate and provide supervision to employees.
- Prepare estimates, negotiate cost, and order materials and parts needed to effectively operate and meet the needs of the District's Transportation Department.
- Plan, organize, coordinate, direct, review, and evaluate the work of assigned staff.
- Organize, set priorities, and exercise sound judgement within the area of assignment.
- Assign and ensure maintenance of District vehicles.
- Obtain pricing estimates, negotiate pricing, and order materials and parts as needed.
- Establish and maintain standards of cleanliness.
- Plan and implement effective safety procedures for the area of assignment.
- Develop and implement various short-and-long-term plans and procedures in support of efficient, cost-effective department maintenance and operations.
- Assess department needs and secure required resources.
- Ensure effective, courteous customer service from employees supervised.
- Maintain budget records and reports with accuracy.
- Analyze problems and apply appropriate problem-solving and decision-making skills.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.

- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Initiate and maintain positive relationships with other departments and members of the college community, contractors, vendors, consultants, and suppliers.
- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class provides supervision, work direction, and/or guidance to assigned classified staff, student workers, student assistants, and/or short-term, temporary employees. The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

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

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear in person, by radio and by telephone. Use hands repetitively to finger, handle, feel, or operate standard office equipment; operate switches and controls for vehicles and equipment; reach with hands and arms as well as sufficient physical ability and mobility to perform activities that require considerable use of arms, hands, legs, and moving the whole body, such as for walking, standing, lifting, bending, twisting, and reaching; to operate and control equipment or systems and occasionally lift and carry up to 50 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions as well as vision capability in the normal range with or without correction; vision sufficient to see short and long distance for operation of commercial vehicles on roads and highways and equipment, tools, computers, and electronic devices.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in a variety of environments including typical office conditions where the noise level is usually quiet up to and including moderate to intense noise from machinery and equipment.

- **Working Conditions**

Work may require exposure to extreme weather conditions, hazardous, or toxic materials, dust and/or dirt, equipment hazards. Some lifting and carrying objects of moderately heavy weight up to 50 pounds and occasionally moving objects 50 to 100 lbs.

Work is performed in a variety of conditions including indoors where minimal safety considerations exist as well as working in confined spaces, areas with machinery hazards, traffic hazards and operating and repairing vehicles in a safety sensitive function capacity.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.