

Director of Transportation Tompkins County

Department: School-Lansing Central

Classification: Competitive -Pending Jurisdictional Classification

Approved: 10/2022 by RP

Revised: 2/23

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- a. Graduation from an accredited four year college or university with a Bachelor's degree in Business Administration, Management, Communications, or Public Administration, AND one year of full-time paid (or the equivalent part-time and/or volunteer) experience in a Transportation Department Office setting or in a Supervisory Capacity OR
- b. Graduation from an accredited two year college or university with an Associate's degree in Business Administration, Management, Communications, or Public Administration, AND three years of full-time paid (or the equivalent part-time and/or volunteer) experience in a Transportation Department Office setting or in a Supervisory Capacity OR
- c. Graduation from highschool or possession of a GED AND five years of full-time paid (or the equivalent part-time and/or volunteer) experience in a Transportation Department Office setting or in a Supervisory Capacity

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS: If the position involves the operation of a school bus, then the following special requirements apply:

Possession of the appropriate level New York State Driver's License at time of appointment; **AND**

Within 12 months of appointment: A New York State Commercial Drivers License - Class B with Passenger and School Bus (P&S) endorsements.

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position involving responsibility for the overall administration of a school district's transportation system to assure safe, efficient, and economical operation and maintenance. The work is performed in accordance with School District policies, and under the general supervision of the Superintendent of Schools or assigned designee with wide leeway allowed for the exercise of independent judgment when performing the duties assigned. Supervision is exercised over the work of bus drivers, automotive mechanics, clerical support staff, and other Transportation Department personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Annually creates school bus routes to meet the needs of the district
- Implements department rules and regulations;
- Maintains liaison with parents, students, teachers and other school administrators;
- Supervises and evaluates transportation department personnel;
- Ensure bus drivers and aides are in compliance with all DOT requirements;

- Receives, reviews and resolves any complaints regarding service;
- Oversees and assists in the enforcement of rules of behavior that apply to student riders and refers serious problems to a principal;
- Reviews all bus routes, stops, loads and scheduling of buses to obtain optimum efficiency;
- Interviews all transportation department staff applicants and recommends candidates for hire to the superintendent;
- Maintains time records of subordinates for payroll purposes;
- Prepares the annual department budget based on department needs;
- Works with Auto Mechanics to prepares specifications for new equipment, including school buses and other transportation vehicles;
- Supervises the preparation of reports which includes costs of operating each bus on the basis of expense for gasoline, oil, grease, parts, labor, etc.;
- Approves all transportation purchases and bills;
- Confers with the automotive mechanics regarding automotive purchases and lays out schedule of maintenance work in conjunction with NYS DOT;
- Supervises the preparation of state transportation reports;
- Ensures a daily record of mileage and number of students carried is kept by all drivers;
- Supervises arrangements for special trips;
- Attends various meetings as the Supervisor of the Transportation Department;
- Monitors weather and road conditions in order to make recommendations to the superintendent as to when the fleet should be grounded.
- May operate a school bus.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of school district transportation methods and operations;
- Good knowledge of the New York State Vehicle and Traffic Law and applicable regulations of the Commissioners of Education and Motor Vehicles;
- Good knowledge of the geography of the school district;
- Ability to deal courteously and effectively with the public, the School Board, committees, community members, and counterparts in other agencies.
- Good knowledge of the general repairs required for school transportation equipment;
- Good knowledge of business arithmetic and English;
- Working knowledge of automotive repair methods and the terminology and tools of the trade;
- Ability to carry out complex oral and written directions;
- Ability to plan, supervise, and evaluate the work of others;
- Ability to keep records and prepare reports;
- Tact, good judgment, and dependability are all required traits;

The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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