

DeKalb County School District

Position Specification

Title: Executive Director, Transportation & Fleet Operations

DIVISION: Operations

GRADE: 134

DEPARTMENT: Transportation & Fleet Services

WORK DAYS: 246

REPORTS TO: Chief Operations Officer

FLSA STATUS: Exempt

RETIREMENT: Teachers Retirement System

APPROVED (HR): TBD

General Statement of Job

Under limited supervision, provides a safe and efficient transportation system to meet the requirements of the daily instructional program and extracurricular activities for students. Directs and oversees Transportation & Fleet operations, responsible for the planning, organization, coordination, and implementation of the transportation department. Ensures that transportation for DCSD is guided in a manner consistent with the state and federal rules, regulations, and applicable laws.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none"> • Directs the office of Transportation & Fleet in providing exceptional transportation and fleet services and effective student safety practices.
<ul style="list-style-type: none"> • Establishes organizational protocols in alignment with the district philosophy for student equity, inclusion, and excellence.
<ul style="list-style-type: none"> • Spearheads research and development efforts to improve methods of delivery, safety, and transportation business practices.
<ul style="list-style-type: none"> • Develops, administers, and supervises all phases of the Transportation and Fleet Department
<ul style="list-style-type: none"> • Supervises the preparation and updating of bus schedules and routes.
<ul style="list-style-type: none"> • Recruits, trains, and supervises all transportation personnel and makes recommendations on their employment, transfer, promotion, and release.
<ul style="list-style-type: none"> • Coordinates with senior and school leadership to develop and implement safety and discipline processes.
<ul style="list-style-type: none"> • Prepares and administers the transportation and fleet budget.
<ul style="list-style-type: none"> • Oversees the administration of the drug testing program for all CDL holders.
<ul style="list-style-type: none"> • Performs other duties as assigned.

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Education and/Experience:

- Master's degree in Education, Business, Logistics, or related field required.
- Minimum of seven (7) years of progressive/administrative level experience.

Certifications, Licenses, Permits: None.

Knowledge, Skills & Abilities:

Knowledge of organizational and department planning and operational procedures; the organization of specific assigned area; budgeting and spending; labor issues and efficiencies; DCSD policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services; school buses and service vehicles such as automobiles, trucks, excavating equipment and construction equipment pertinent to engine and mechanical maintenance; parts installations; and other servicing procedures.

Skill in coordinating and collaborating with federal, state, regional and local organizations, and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training, and motivating employees; effective oral, written, and interpersonal communication; analytical thinking; data analysis; budget development and management.

Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; prioritize and delegate assignments; manage multiple tasks simultaneously and use relevant computer applications.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vislon: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

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Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite. Ability to be flexible to support the Chief's work schedule.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

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