

Date : 8/4/2016 6:05:37 AM

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**Subject : FW: Director of Transportation**  
**Attachment : ATT00001.htm;Director of Transportation .docx;**

Good Morning,

Please see attached employment opportunity with the Wenatchee SD. If interested, you should move quickly on this one, as they are looking for someone ASAP.

*Mike*

Michael D. Shahan  
Director, Region 2  
OSPI, PSESD 121 & OESD 114  
[mshahan@psed.org](mailto:mshahan@psed.org)

# Director of Transportation



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**Reports to:** Deputy Superintendent  
**Salary Schedule:** Classified Directors  
**FLSA Status:** Exempt  
**Days:** 221

**Bargaining Unit:** NR  
**EEO Class:** 1  
**Revised Date:** May 2016

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## Summary:

The Director of Transportation is responsible for developing, coordinating and maintaining both the planning and day-to-day operational aspects of the District student transportation program. Tasks include, but are not limited to; training management, route planning, trip scheduling, professional and positive interface with staff and public, and annual student count documentation.

**Essential Duties and Responsibilities:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Oversee bus schedules and routes for the district.
- Recruit, train, and supervise all transportation personnel, and make recommendations of employment, transfer, promotion, and release.
- Maintain all District owned equipment and develop plans for preventive maintenance.
- Work with the budget and finance department in developing and recommending a budget for the district's Transportation Department.
- Maintain safety standards in conformance with state and insurance regulations and develop a program of preventive safety.
- Take an active role, in cooperation with building principals, in solving discipline problems occurring on school buses.
- Develop recommendations for future equipment and personnel needs based on a survey of resident students, distances, and grade levels.
- Act as a liaison with parents for complaints and special requests.
- Conform to all state laws and regulations regarding school transportation.
- Coordinate reporting of bus accidents for insurance and legal requirements.
- Complete required state reports.
- Advise Superintendent regarding road hazards for decision on school closing during inclement weather.

- Attend appropriate committee and staff meetings.
- Other related duties as assigned.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

**Design** - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

**Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

**Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

**Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

**Change Management** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

**Delegation** - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

**Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

**Managing People** - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

**Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

**Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

**Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

**Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

**Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

**Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

**Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Working Conditions and 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 stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working both indoors and outdoors. Employee may have to work in all weather conditions.

**Education and Experience:**

- Bachelor's degree in Business Administration, Public Administration, or related field, or combination and experience will be considered in lieu of the degree.
- Minimum of five (5) years supervisory experience in a position relating to school transportation operations and planning or equivalent experience in transportation operations in the public or private sector.
- Extensive knowledge of all pertinent federal, state, and local, regulations, laws, policies and procedures.
- Ability to manage an extracurricular trip system.
- Valid Washington State driver's license with a Commercial Driver's License endorsement and certified driver trainer qualifications.
- Experience in the development and implementation of school bus driver training programs preferred.
- Strong understanding of fleet operations and maintenance scheduling practices and the ability to read and interpret road and street maps.
- Ability to work cooperatively with a diverse group of administrators, staff, students, and community members.
- Must have excellent interpersonal and communication skills.
- To provide accurate verbal and written information to supervisors, drivers, shop personnel, mechanics, school officials and the public.
- Must have proven competency using MS Office, database, spreadsheets, routing software, data collection, storage and retrieval.
- Good attendance and punctuality are important in this position.