

Date : 3/9/2018 8:03:50 AM

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"Randy Hauf" , "Alverts Tom " , "Tom Olson " , "Alisha Kallappa" , "Ashley
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"Bridget Anderson " , "Johnson, Cameron" , "Candy Gilbert " , "Carol
Brittain" , "Carol Crook " , "Catharine French " , "Chad Tuttle " , "Char
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Vigus " , "Dennis Millard " , "Diane Magnochi " , "Diane Magnochi " ,
"Diane Pineda " , "Doc Fells " , "Don Janus " , "Douglas McKay " , "Elaine
Lee " , "Elizabeth Clisbee " , "Evelyn Harvey " , "Frank Leonzal " , "Gina
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"Heidi Bjelland " , "Heidi Mahoney " , "Helen Shindell-Butler" , "Hollie
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Subject : FW: North Kitsap Transportation Supervisor

**Attachment : Transportation Supervisor Job Description
3-1-18.docx;Transportation Supervisor Posting Information 2018.docx;**

Please see attached employment opportunity.

Mike

Michael D. Shahan
Director, Region 2
OSPI | PSED 121 | OESD 114

Puget Sound Educational Service District
1282 Valentine Avenue SE | Pacific, WA 98047
800-664-4549 Ex: 7955 Toll Free | 425-917-7955 (King County) | 253-778-7955
(Pierce County)
253-826-1194 Fax | **253-732-1195 Cell** | mshahan@psed.org

From: McGarvey, Jeffrey [mailto:JMcGarvey@nkschools.org]
Sent: Friday, March 2, 2018 11:22 AM
Subject: North Kitsap Transportation Supervisor

All,
FYI, this is going to be posted on our district website in the next couple of days. Wanted you all to be the first to hear!

Happy Friday!

Jeff McGarvey
Director of Transportation
North Kitsap School District
26000 Siyaya Ave NE
Kingston, WA 98346
(360) 396-3099
(360) 979-8322 cell

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NORTH KITSAP SCHOOL DISTRICT

JOB DESCRIPTION TRANSPORTATION SUPERVISOR

Purpose of the Job

This position is for an assistant to the Director of Transportation to provide training, supervision, evaluation, and oversight of transportation operations and vehicle maintenance staff and programs. Responsible for planning, developing, and implementing training and safety programs to ensure compliance with local, state and federal standards.

Essential Job Functions:

1. Assist in conducting investigations of district school bus related accidents and safety related incidents.
2. Perform bus housekeeping safety inspections and ensure compliance with the Washington State Patrol Bus Inspection Program.
3. Provide assistance to the Director of Transportation in such areas as supervision of the department, hiring and evaluation of staff and fleet operation safety.
4. Evaluate needs, and provide recommendations for the purchase of new or replacement buses.
5. Assume responsibility for maintaining equipment under his/her jurisdiction.
6. Exhibit strong internal and external customer service skills as evidenced by a commitment and desire to meet staff requests in a timely, effective manner.
7. Ensure personnel are properly certified, trained, and equipped to safely perform their duties.
8. Assist the Director of Transportation in forecasting bus depreciation and maintaining a five-year fleet replacement plan. Assist the Director of Transportation in effectively managing the budget for the transportation department.
9. Prepare, submit, and maintain transportation reports as required by OSPI.
10. Assist in checking road conditions during inclement weather and make recommendations to the Director of Transportation.
11. As a member of the department leadership team, establish and maintain effective working relationships and communications with administrators, staff, general public, and other agencies. Make effective decisions to resolve transportation issues. Consistently apply collective bargaining agreement requirements as they relate to the transportation department.
12. Assume the responsibilities of Director of Transportation in the Director's absence.
13. Perform other related duties as assigned.

Qualifications:

Education Experience:

1. Completion of specific transportation leadership training courses or programs (such as those offered through the Washington Association of Pupil Transportation), preferred.

2. Minimum of three (3) years of increasingly responsible experience in the transportation field, with at least two (2) years in a supervisory capacity. Public school district experience, preferred.

Knowledge Skills & Abilities:

1. Ability to establish and maintain cooperative relationship with employees, students, and the public.
2. Knowledge of the Washington State Traffic Codes, School Bus Operation Policy, and standard safety practices.
3. Knowledge of
4. Demonstrate oral and written skills.
5. Ability to maintain confidentiality.
6. Demonstrate basic math skills.
7. Possess a current first aid card with CPR.
8. Proficiency with Microsoft Office (particularly Word and Excel). Routing, fleet maintenance, and fuel management software experience is preferred.

Demonstrated ability to:

1. Organize, set priorities, and coordinate activities
2. Implement employee training
3. Maintain accurate records
4. Plan and supervise the work of others
5. Multi-task, work independently in a fast-paced environment, and be a self-starter.

Demonstrated knowledge of skills and experience in:

1. Supervisory practices and procedures, including hiring, evaluation, motivation, and discipline
2. Hazard and safety precautions for transportation operations
3. Basic preventative maintenance techniques and procedures
4. Human relations and conflict resolution.

Licenses, Certificates & Special Requirements:

1. Possess a valid Washington State driver's license with the CDL certificate as needed to complete job tasks.

Working Conditions

Hours to be determined.

Typical work in an office and vehicle maintenance shop environment.

Perform some physical work to include bending, climbing, heavy lifting, and carrying

Possible travel in some instances to reach a vehicle on route.

Work outside in varying temperature.

Reporting Relationship:

Reports to the Director of Transportation

We invite you to apply for the position of

Transportation Supervisor

Professional Qualifications

- Completion of specific transportation leadership training courses or programs (such as those offered through the Washington Association of Pupil Transportation), preferred.
- Minimum of three (3) years of increasingly responsible experience in the transportation field, with at least two (2) years in a supervisory capacity. Public school district experience, preferred.
- Possess strong communication skills and ability to effectively process conflict situations.
- Possess a strong work ethic, be reliable, and dependable.
- Demonstrate a high level of organizational skills, with the ability to handle multiple tasks simultaneously.

Conditions of Employment

Salary Range: \$80,298.00 - \$87,612.00

Work Calendar: 12-month calendar, 260 workdays (includes 12 paid holidays and vacation days). Retirement, medical, dental, disability, and life insurance benefits are offered through the District's designated providers.

Background Check: Washington State law requires all new employees to have a state and national fingerprint background check. The successful candidate will be employed on a conditional basis, subject to a satisfactory background check and approval by the Board of Directors.

Selection Timelines

Formal search initiated.....	March 2, 2018
Screening begins.....	April 9, 2018

All materials must be received by 4:00 p.m. on Monday, April 9, 2018 for a candidate to receive consideration.

Interviews for selected applicants are tentatively set for Tuesday, April 24, 2018.

Tentative date for approval by the Board of Directors is Thursday, May 10, 2018.

Tentative start date is no later than July 2, 2018.

Application Process

To apply for this position go to the North Kitsap School District Website:

<https://www02.wrdc.wa-k12.net/scripts/cjiip.exe/WService=wnkitsas71/rapplmnu03.w>

Questions should be directed to:

Cami Dombkowski

Associate Director for Human Resources

18360 Caldart Ave

Poulsbo, WA 98370

(360) 396-3039

A completed applicant file must include:

- Completed District Classified Administrative Online Application
- Letter of Application (Cover letter) and Resume
- Copies of Transcripts (Unofficial)
- Classified Administrator Confidential Professional Reference Forms (2), Available Online
- Completed Applicant Disclosure Form, Available Online
- Current Department of Licensing Driver Abstract

We want a Transportation Supervisor with the Following:

- **Vision** – Provide leadership in the implementation of the District's vision and assist with leading the organization with a focus on the future.
- **Collaboration** – Provide leadership from a perspective of collaboration and team orientation; assist in fostering a positive climate and staff morale, both within the department and throughout the District.
- **Change Process** – Promote and understand the change process, with a focus on the future needs of students and organizational development.
- **Professional Development** – Participate in District administrative professional development activities and assist in designing, coordinating, and implementing classified professional development opportunities.
- **Best Practices** – Recognize and focus on implementation of best transportation practices.

The individual selected as the Transportation Supervisor will have successfully demonstrated the ability to...

- Assist with the District's vehicle maintenance and transportation operations in order to implement safe, efficient, and effective support service to the education program facilities.
- Perform supervisory functions related to assigned personnel including, but not limited to, applicant screening and hiring processes, staff assignment supervision, staff training, staff evaluation, labor relations, and related supervisory duties.
- Respond to emergency situations involving transportation operations.
- Participate in the District's student and employee safety program for ensuring a safe educational and working environment, and compliance with district, state, and federal laws and regulations regarding safety in the public school environment.
- Assist the Director of Transportation in the implementation of safety programs for reduction of accidents.
- Value diversity and encourage and promote others.
- Promote a collaborative working environment.
- Manage an automated routing system.

North Kitsap School District

The North Kitsap School District is located on the north end of the Kitsap peninsula in western Washington State. We are directly west of Seattle across Puget Sound, surrounded by hundreds of miles of shoreline. The district covers approximately 110 square miles and serves the communities of Poulsbo, Kingston, Suquamish, Hansville, Indianola and Port Gamble. We are home to two sovereign nations, the Port Gamble S'Klallam Tribe and the Suquamish Tribe. The district serves about 5,700 students with six elementary schools, two middle schools, and two high schools.

The North Kitsap School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Questions or complaints of alleged discrimination can be directed to the district's Title IX/RCW 28A.640 Compliance Officer Chris Willits, Assistant Superintendent, cwillits@nkschools.org (360) 396-3003