

ASSISTANT DIRECTOR OPERATIONS AND TRANSPORTATION

DEFINITION:

Under general direction of the Director of Maintenance, Operations & Transportation, provides leadership, management, technical and administrative support of Transportation, Facilities Use, Publications and Textbook Warehouse services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Include the following. Other duties may be assigned.
- Directs all aspects of assigned services in support of the mission, tasks, functions and goals of the Transportation, Facilities Use, Publication Services and Textbook Warehouse programs.
 - Consults with the Director of M.O.T. and assists in the development of policies, procedures, rules, regulations and practices relating to safety, security, efficiency and cost effectiveness of assigned areas.
 - Develops and monitors board policies and administrative regulations associated with assigned areas.
 - Plans, organizes, schedules and coordinates support services, operations support activities and Transportation services and activities with school site administrators and/or program directors.
 - Liaison to school sites relating to all aspects of Transportation, Facilities Use and Publication Services.
 - Oversees the monitoring of fleet operations and service performance of vehicles transporting students as well as the California Department of w2dT8 (o (p)-16.3(r)m5.8 (a)-1 (s)F7 (e)3.9 (hi)1 (c)-16.9 (l)1 (e)3.9 (s)-1.7 (P)-17

- Responds to emergency situations.

QUALIFICATIONS GUIDE

Knowledge of:

LICENSES:

Possess and maintain a valid California Driver's License (Class "C" minimum).

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.

- Sitting or standing for extended periods of time
- Dexterity of hands and fingers to operate a variety of hand and power tools and heavy equipment.
- Climbing ladders and working from heights.
- Hearing and speaking to exchange information.
- Seeing to perform work and read a variety of materials.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, stopping, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects up to 25 pounds and occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The noise level in the work environment is usually moderate.

- Working around and with machinery having moving parts.
- Subject to fumes, dust and odors.
- Exposure to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, vibrations and risk of electrical shock.

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