

**Job Title:** COORDINATOR, TRANSPORTATION  
**Reports to:** Director of Transportation  
**Dept./School:** Transportation  
**Wage/Hour Status:** Exempt  
**Date Revised:** June 17, 2019

### **Primary Purpose**

To work alongside the Director of Transportation and lead mechanics, perform minor mechanical repairs, work on projects assigned, lead in creating budgets, provide continued training for bus drivers and assist in managing district's transportation and vehicle maintenance programs. Assist in ensuring a safe and efficient operations of transportation department.

## **QUALIFICATIONS**

### **Education/Certification**

Associates or Bachelor's Degree

A valid Texas Commercial driver's license (Blass B or Class A with endorsements code P and code S) (Preferred)

### **Special Knowledge/Skills**

Ability to diagnose mechanical problems

Ability to repair mechanical problems

Ability to operate equipment and tools involved in vehicle repair

Maintain acceptable driving record

Assist in developing budget for transportation and mechanics

Ability to assist Director of Transportation in managing operations of a large fleet of vehicles

Knowledge of energy management and vehicle repair and maintenance

Strong organizational skills

### **Experience**

Two to three years' experience in mechanic and supervisory position.

TECQ Class A & Class B UST Faculty Operator Permit. (Preferred)

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Supervise mechanics in the use of diagnostic equipment to evaluate mechanical problems in vehicles.
2. Supervise mechanical repairs.
3. Supervise best practices in completing mechanical repairs.
4. Supervise accurate and updated records of preventive maintenance.
5. Supervise the process of preventive maintenance and visual inspections to mechanic and mechanic helpers.
6. Administer and update bus routes and schedules for all schools in district and develop plan to meet future transportation needs.
7. Schedule transportation for extracurricular activities and special programs.
8. Manage after-hours emergency calls as needed.

9. Manage the implementation of federal and state law, State Board of Education rule, and board policy in transportation.
10. Supervise established safety procedures and techniques to perform job duties including lifting, climbing, operation of tools, equipment, and machinery.

#### **Policy, Reports, and Laws**

11. Supervise appropriate files for physicals, computerized reports, records, and other documents required in transportation and mechanic shop.
12. Supervise the safety standards that conform with state, federal, and insurance regulations and develop a preventive safety program.
13. Manage training options.

#### **Vehicle Maintenance and Repair**

14. Manage the preventive maintenance plans for all district-owned vehicles.
15. Manage fuel deliveries, distribution, vehicle repair requests, work orders, and contracted work.

#### **Budget and Inventory**

16. Administering budgets and cost estimates based on documented program needs.
17. Administering transportation budget, ensure programs are cost-effective, and manage funds wisely.
18. Administering purchases and bids according with budgetary limitations and district policies.
19. Administering correct inventory of supplies and parts to avoid ordering delays.
20. Administering the disposal of obsolete or worn out vehicles and equipment and recommend purchase of vehicles as necessary.

#### **Personnel**

21. Prepare, review and revise mechanic's job descriptions and evaluate mechanic performance.
22. Assist director accordingly.

#### **Safety**

23. Assist director of transportation about inclement weather conditions and road hazards in collaboration with the Emergency Operations Director.
24. Assist in training programs to promote a safe work environment.
25. Ensure transportation equipment is in excellent operating condition.

**Supervisory Responsibilities**

- 26. Supervise and evaluate performance of mechanics.

**Other duties**

- 27. Maintain accurate record of time and materials required to perform repairs and service.
- 28. Work hours as needed.
- 29. Exhibit punctuality and dependability in the workplace.
- 30. Maintain confidentiality of information.
- 31. Attend professional development to keep abreast of innovative techniques in transportation/mechanics.
- 32. Maintain good rapport with all stakeholders.
- 33. Perform other duties as assigned by supervisor.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling, and reaching. Work inside and outside, around moving objects, vehicles, and machinery with moving parts. Exposure to dampness, humidity, toxic chemicals, exhaust fumes, gasoline, and diesel fuel. Also some prolonged and/or irregular hours and ability to conduct on-site inspections of all vehicle repair and maintenance operations.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_