



IRVINE UNIFIED SCHOOL DISTRICT

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 Motor Vehicles Pull Notice Program.
- Prepares and administers contract specifications and documents, vendor service agreements, rate adjustments and compliance with contract specifications for pupil transportation services.
- Receives, reviews and investigates requests for cell towers and maintains cell tower records.
- Prepares long and short-range plans for site improvement projects and plans related to meeting the District's transportation needs in compliance with all applicable codes, laws and regulations, District standards, contract terms and conditions.
- Consults with architects, technical consultants and contractors to develop projects, work plans and cost estimates related to assigned areas.
- Assists in the preparation and coordination of plans and bids by outside vendors.
- Participates in the formulation of long-range budget plans.
- Assists with monitoring contract compliance.
- Consults with governmental agencies to ensure compliance with State and Federal procedures and mandates related to assigned areas.
- Ensures compliance with applicable federal, state and local mandates governing environmental protection, hazards to buildings and building occupants, public safety and access compliance.
- Manage the use of facilities for non-school uses and the contracts, leasing and fees associated including communicating with local park and recreation departments, city office personnel and various civic groups regarding the use of facilities and fees.
- Directs and manages departmental expenditures and ensures prudent fiscal management in the application of assigned funds.
- Oversees assigned operations including budgets and inventory.
- Administers the assignment and distribution of Transportation, Facilities Use, Publications and Textbook Warehouse personnel; provides ongoing reviews of organizational structure, staffing and departmental policies and procedures.
- Prepares and maintains a variety of records and reports related to personnel, projects and assigned duties and exercises supervisory authority over assigned areas and personnel.
- Assists in employee requisitions and selection and oversees the performance evaluation process. Evaluates subordinate administrative and assigned supervisory personnel.
- Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.
- Provides for employee growth through in-service and/or outside training opportunities.
- Performs quality control inspections and analysis of work accomplished to ensure compliance with current standards, codes and regulations.
- Participates in facilities planning and sits as a member of boards, committees and study groups.
- Understands and works with the Civic Center Act and Joint Use Agreements.
- Maintains cooperative working relationships with District and site administrators.

- Responds to emergency situations.

QUALIFICATIONS GUIDE

Knowledge of:

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record keeping and report preparation techniques.
- Current technology, software applications, office methods and practices including filing systems, letter and report writing; Correct English usage, spelling, grammar and punctuation.
- Energy management and utilities conservation measures.
- California Administrative Codes, California Education Code, Building Health and Safety Code, CFRs relating to health, safety and hazardous materials
- Health and safety regulations.
- Budget process and fiscal management.
- Organizational structure and design.
- Joint Use Agreements and Civic Center Act.
- Laws and Regulations pertaining to school bus safety and operations.
- Organization and operation of school district transportation system.
- Principles of pupil management and disciplines.
- Methods, procedures and terminology of data management.
- Contractual agreements pertaining to contract bussing and scheduling.
- Legal and operational requirements of students with disabilities, including the transporting of medically fragile passengers.
- Board policies and administrative regulations associated with assigned areas.
- Applicable sections of State Education Code, California Motor Vehicle Code and other applicable laws and regulations pertaining to school bus safety and operation.
- Organization and operation of school district transportation system.

Ability to:

- Communicate effectively to express ideas and provide information in concise and understandable verbal and written forms.
- Formulate reports, organize and analyze data, evaluate information and provide conclusive findings.
- Follow instructions, read and interpret contracts.
- Effectively communicate with tact, discretion and courtesy in dealings with superiors, subordinates and the general public.
- Plan, organize and administer operations and activities related to assigned areas.
- Managed multiple efforts simultaneously.
- Analyze complex issues and legislation.
- Develop policy in support of legally mandated services.
- Manage and supervise a large and diverse workforce, effectively implementing recognition, evaluation systems and discipline to maintain employee confidence and morale.
- Meet schedules and timelines.
- Coordinate and supervise the work of others.
- Work independently with little direction.
- Establish and maintain cooperative working relationships with others.
- Respond to emergency situations.
- Implement recognition programs, evaluation systems and discipline to maintain employee confidence and morale.
- Determine priorities and schedule work effectively and efficiently.
- Estimate time and materials needed on a wide variety of projects.

EXPERIENCE:

College level course work, managerial or supervisory experience in a responsible position involving maintenance and/or operations support to educational facilities. Bachelor's Degree preferred. Any combination of training and experience which would likely provide the required level of knowledge and skills.

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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