

TRANSPORTATION SERVICES MANAGER**DEFINITION**

Under general administrative direction, plans, organizes, directs, supervises, evaluates, and participates in the work of all transportation functions and activities for all District sites; oversees the District's fleet of vehicles and equipment; oversees a preventative maintenance program to ensure the safety and reliability of District vehicles and equipment; oversees the unit's operating budget; coordinates government mandated periodic and annual inspections of driver qualifications and of motor vehicles and equipment; oversees the District's driver training and equipment certification program; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Executive Vice Chancellor – Fiscal Services. Provides direct supervision to all transportation staff as assigned.

EXAMPLES OF DUTIES

- Plan, organize, direct, supervise, review, and participate in the work of the transportation activities for the District, including managing the fleet, preparing and monitoring the District transportation operating budget.
- Organize, assign, and coordinate the activities of all personnel within the Transportation unit and prepare work dealing with transportation equipment and services; inspects all work in progress and/or upon completion.
- Work with government officials including CHP, DMV, OSHA, and California Air Resources Board pertaining to codes and regulations affecting transportation personnel, vehicles and equipment.
- Confer with District personnel relative to the maintenance, repair, and security of all transportation services, vehicles, and equipment.
- Establish preventative maintenance programs for transportation vehicles and equipment.
- Inspect District vehicles and equipment for safety hazards, needed repairs, and maintenance, and adherence to District, DMV, and CHP standards and regulations.
- Test new products, materials, and equipment and makes appropriate recommendation regarding accepting vehicles as gifts.
- Research all technical information available prior to purchase of best type of vehicle to meet the needs of the District; decide on appropriate specifications for new vehicle purchases; makes decisions on equipment acquisitions.
- Maintains cost and information records of all vehicles and equipment in the District, including when purchased, when serviced, and when sold.
- Prepare and manage the Transportation unit budget and prepare reports concerning transportation programs and their costs; manage the vehicle replacement program.

- Develop and implement an orientation and training program for personnel working within the transportation services unit.
- Evaluate the performance of all assigned personnel.
- When necessary, operate a highway coach or other type of passenger vehicle for student or staff field trips, athletic events, or other excursions.
- Perform other duties as assigned.

TYPICAL WORKING CONDITIONS

- Work involves working around moving vehicles and equipment, vibration (oscillating movements to the extremities or whole body) while operating equipment, as well as the standard office environment.
- Also subject to exposure to dust, fumes, smoke, grease, and oils and to solvents or other chemicals.
- Work may require occasional evening and weekend hours.
- Travel within the state required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles, procedures, methods, materials, equipment, and techniques involved in the purchasing, care, and maintenance of a fleet of vehicles and equipment for the colleges.
- State and federal regulations affecting transportation personnel relating to drivers' hours, required training and testing, as well as drug & alcohol training and testing; state and federal regulations relating to safety of vehicles and equipment; state and federal regulations relating to environmental issues.
- Principles and practices of leadership and supervision.
- General functions, policies, rules, and regulations of a community college.
- Methods and practices of efficient use of equipment and personnel.
- Basic computer programs; mathematical computations.
- Techniques, procedures, and practices of effective budget administration and fiscal management.
- Regulations, codes, and statutes of the federal, state and local government with respect to transportation.
- Principles of effective management, supervision, and human resource practices.

Ability to:

- Ability to understand and independently carry out complex oral and written instructions;
- Learn, interpret and successfully apply applicable District regulations, policies, and procedures;
- Maintain the security and confidentiality of specified records and information;

- Manage and supervise assigned staff effectively; make sound hiring decisions by accurately determining the appropriate skills and abilities of prospective employees;
- Communicate effectively in both oral and written form;
- Maintain a clean and valid commercial driver license;
- Use technologies as tools.

Licenses and Certificates:

- Possession of a valid California Commercial Class A Operator's License, a valid DMV Medical Certificate, a "Passenger Transport" and a "Tank" endorsement with no restrictions on transmissions and/or air brakes.
- Possession of a valid DMV "Employer Testing Training Program" certificate is required.

Physical and Mental Standards:

- **Mobility:** ability to ascend and descend stairs and ramps; sit or stand for long periods, move about, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate assigned equipment.
- **Lifting:** occasional lifting of equipment and material weighing up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to drive vehicles in various weather conditions, maintain visual contact with road surface, other vehicles and objects, and adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others, including significant public contact; frequent deadlines and time-limited assignments.

Education and Experience:

The combination of education, experience, and/or training that would likely provide the above-required knowledge, skills, and abilities is qualifying. The pattern that would provide the knowledge, skills, and abilities is:

- **Education:** AA or AS degree in business administration, transportation or fleet management, or related field.
- **Experience:** Three years of increasingly responsible fleet management experience, with one year in a lead or supervisory capacity preferred.