



Waterloo Central School District

DISTRICT OFFICES, 109 WASHINGTON ST., WATERLOO, N.Y. 13165

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Posting: 12/11/19-12/27/19

VACANCY ANNOUNCEMENT

POSITION: **TRANSPORTATION SUPERVISOR, *effective January 2020***
SALARY: **Based on Experience**

QUALIFICATIONS:

GENERAL STATEMENT OF DUTIES:

Has responsible charge of the transportation system of a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervisory position involving responsibility for the safe and efficient operation and maintenance of the transportation facilities of a school district. This class differs from Head Bus Driver or Head Automotive Mechanic because of the total overall supervision of the transportation program including route planning and specification writing. The work is performed under general supervision allowing considerable leeway for the exercise of independent judgement. Supervision is exercised over the work of all subordinate transportation personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Established routes to be followed by various drivers;
Prepares time schedules for buses;
Supervises service, maintenance and repair of all school district vehicles;
Writes specifications for all new vehicles and equipment;
Gives road tests to and trains new drivers;
Assigns substitute bus drivers for all extra-curricular trips;
Supervises loading and recommends stopping places for buses;
Assists in the preparation of state transportation reports and maps of bus routes;
Keeps a daily record of mileage and number of pupils carried;
Makes out periodic reports which include cost of operating each bus on the basis of expenses for gasoline, oil, grease, anti-freeze, parts, labor wages, storage or rental, and other expenses;
Approves all purchases of parts and materials;
Arranges for all special trips including those for athletic teams;
Maintains time records of bus drivers for payroll purposes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of standard transportation methods and the operation of buses; good knowledge of automotive repair methods and of the terminology and tools of the trade; good knowledge of the geography of the district; good knowledge of driving safety practices; good knowledge of the New York State Motor Vehicle Law and applicable regulations of the Public Service Commission; ability to plan and supervise the work of subordinates; ability to keep records and make reports; ability to get along well with others; dependability; good physical condition.

MINIMUM QUALIFICATIONS:

- A. Completion of a minimum of 60 semester credit hours in a regionally accredited or NYS registered college or university, AND one year of experience in the maintenance and repair of automotive equipment, or one year of experience in the operation of a multi-passenger vehicle or the dispatching of motor equipment, or one year of experience in the coordination of a transportation program which shall involve any of the experience stated above; OR
- B. Graduation from high school and three years of experience in the maintenance and repair of automotive equipment, one year of which must have been in a supervisory capacity; OR
- C. Graduation from high school and five years of experience in the operation of multi-passenger vehicles or the dispatching of motor equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for a CDL B PS issued by the New York State Department of Motor Vehicles at the time of application for appointment. Possession of a NYS license within 90 days of appointment.

Civil Service Examination is required when available. Once examination is completed, applicant must qualify through civil service requirements.

APPLICATION PROCEDURE:

Apply Online: <https://seneca-portal.mycivilservice.com/jobopps>

On the application's "General Information" tab you will be asked "Please indicate the municipality (Town, Village, School or Seneca County) that you wish your application to be sent, if applicable". Please enter Waterloo School or WCSD as your response.

Selected candidates will be contacted for interviews.

SENECA COUNTY RESIDENCY REQUIREMENT IS WAIVED FOR THIS POSITION.

Selected candidates may be contacted for interviews.

Waterloo School District is in compliance with the United States Civil Rights Act of 1964 and the Title IX Educational Amendment of 1972, Part 86, and Section 504 of the Rehabilitation Act of 1973. The School District provides equal employment opportunity to all individuals and does not discriminate on the basis of race, color, creed, national origin, disability, marital status, sexual orientation, gender, military/veteran status, genetic status, prior criminal record, or victim of domestic violence.