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Position Title: Transportation Manager

Position Summary: Under the direction of the Chief Financial Officer, the Facilities Supervisor is responsible for coordinating all student transportation and maintaining the district's vehicle fleet. Supervises Bus Drivers, Mechanics, and Dispatcher.

Term of Employment: 12 Months, 260 Days

Salary: Negotiable

Reporting Relationship: Chief Financial Officer

Qualifications:

- High School Diploma. Associates degree in technical field preferred
- At least 5 years of increasingly responsible related experience, including 2 years of supervisory responsibility.
- Strong organizational and management skills
- A thorough understanding of all aspects of transportation operations including bus routing and vehicle maintenance.
- Proven interpersonal skills and the ability to develop and motivate staff

Essential Duties and Responsibilities:

- Assumes responsibility for the comprehensive overall planning and scheduling of all district bus routes
- Coordinates transportation among contracted and in-house bus routes.
- Schedules field trips and other special programs with building administrators/program directors and assigns drivers accordingly
- Communicate with building administrators and parents to resolve transportation issues and complaints
- Maintains all records necessary to complete annual state reporting requirements
- Recruits, screens, recommends for hiring, assigns, and supervises all transportation personnel
- Makes recommendations for termination of employment of transportation personnel as deemed necessary
- Approves time sheets for all transportation personnel
- Schedules annual physical and drug testing as required for CDL drivers
- Supervises all transportation contractors performing work for the District
- Schedules bus evacuation drills and submits appropriate forms to the state

Erie's Public Schools
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An Equal Opportunity Employer

- Ensures district owned vehicles are safe to operate and are inspected as required by the state
- Performs other duties as assigned

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

Special Requirements:

- **Physical Demands:** Frequently required to walk, stand, and sit. Occasionally required to climb, stoop, kneel, crouch, or crawl. Must frequently lift/move up to 50 pounds.
- **Work Environment:** School and office with frequent travel among schools, and various locations within the City of Erie. Frequent work near moving mechanical parts and exposure to wet and dry conditions. Occasional travel to meetings outside of the District.

Evaluation: Conducted annually by Chief Financial Officer

INTERESTED APPLICANTS SHOULD SUBMIT A LETTER OF INTEREST AND RESUME TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21ST STREET, ERIE, PA 16502, NO LATER THAN 3:30 P.M. SEPTEMBER 12, 2016.

APPLICANTS MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT CHECK.

POST: 8:00 AM AUGUST 25, 2016

REMOVE: 3:30 PM SEPTEMBER 12, 2016

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.