

Area Supervisor



Department of Transportation
Posting Number: IRC3290

Filing Deadline: Open Until Filled

Classified Position, Level 15
Salary Range: Refer to FY19 Classified Salary Scale
12 Month Position, 254 days / 8 hours per day

DESCRIPTION:

The Area Supervisor manages one or more operational programs in the Transportation Department. This position is tasked with ensuring the safe and efficient transportation of school children in an operational program or programs, such as regional daily operations, special needs, or pupil safety. This position also supervises lead drivers, provides employee training, and oversees other programs as needed.

PRIMARY RESPONSIBILITIES:

- Manages day-to-day pupil transportation programs, as assigned
- Observes and evaluates performance of bus drivers, attendants and lead drivers
- Handles employee discipline to include letters of reprimand, memos of expectation, and performance improvement plans
- Develops bus routes, familiarizes drivers with new or revised routes, and monitors routes for safety and efficiency
- Instructs bus drivers regarding student disciplinary management and safety procedures related to the transportation of school children including the use of safety devices, approaching stops, loading and unloading, and the use of emergency equipment
- Monitors road and sidewalk conditions during inclement weather
- Coordinates snow removal at school bus parking locations
- Substitutes for bus drivers when needed and performs related work as directed

QUALIFICATIONS:

Graduation from high school and experience in school bus operations; or any equivalent combination of education and experience that would provide the following knowledge, abilities, and skills:

- Experienced in pupil transportation, personnel management, and/or school fleet maintenance and management
- Demonstrate excellent written and verbal communication skills
- Possess strong time management and organization skills
- Exhibit the ability to establish and maintain effective working relationships
- Must hold a Commercial Driver's License (CDL) with school bus endorsement

ORGANIZATIONAL RELATIONSHIP:

The Area Supervisor reports to the Transportation Coordinator.

PHYSICAL QUALIFICATIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 is frequently required to sit for prolonged periods of time; use hands to finger, handle, or feel objects or tools; and reach with hands and arms. The employee is regularly required to see, talk, and hear; to climb stairs and ladders; to bend, kneel, crouch, and crawl; to hold, grasp, and turn objects; to use fingers to operate computer keyboards; and to feel shapes, size, and temperature of objects. The employee may be required to lift up to approximately 50 pounds.

ADDITIONAL DETAILS:

The Loudoun County School Board is committed to a policy of nondiscrimination and to the provision of equity in its educational programs, services and activities for all students and employees.

Loudoun County Public Schools (LCPS) does not discriminate on the basis of race, ancestry, color, sex, pregnancy, childbirth or related medical conditions, marital status, age, religion, national origin, disability, or genetic information in employment or in its programs and activities. LCPS provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Assistant Superintendent for Department of Human Resources and Talent Development
Loudoun County Public Schools
21000 Education Court
Ashburn, VA 20148

Tel: 571-252-1100

HOW TO APPLY:

Go online to <https://www.lcps.org/> and select "Apply Online Employment"

To be considered for the vacancy, please complete ALL sections of the application. A resume will not be accepted in lieu of a completed application.

Please be sure to upload the following:

Three (3) current professional references (Name, phone number, email address). At least one reference should be a current supervisor or most recent supervisor.