

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JUNE 2007**  
**RANGE: SCHEDULE #91**  
**CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT**  
**CODE: 2, 6, 8**

**ADMINISTRATOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION**

**DEFINITION**

Provide budgetary, personnel and regulatory oversight for the Division of Transportation, Maintenance and Operations and participate at the Cabinet level of Administration for the elected Kern County Superintendent of Schools. This position reports directly to the Assistant Superintendent, Support Services.

**EXAMPLES OF DUTIES**

Work in conjunction with the Chief Facilities Officer to coordinate maintenance issues including modernization and new construction;

provide advisory information, management of the School Service Center site and recommendations concerning pupil transportation issues to all Kern County school districts;

provide direct operational oversight of the "Schools Alert Line" system;

write grants and/or form county-wide consortiums and cooperatives in an effort to secure additional pupil transportation funding for schools of Kern County;

chair and facilitate a county-wide Transportation Directors Council;

perform legislative analysis of bills introduced regarding pupil transportation and facility maintenance;

write bid specifications for the purchase of buses, cars, trucks and other miscellaneous equipment;

write correspondence, make verbal presentations and handle media and public concern issues pertaining to the Division of Transportation, Maintenance and Operations;

conduct department orientations and staff meetings as necessary;

provide supervision and oversight of Maintenance and Operations managers;

oversee all maintenance reports, safety issues and contracts as needed by the division.

**QUALIFICATIONS**

Knowledge of:

Knowledge of safe working methods and procedures;

principles, methods, and procedures of organization, supervision and employee motivation.

Ability to:

Interpret and reinforce the California Vehicle Code, California Code of Regulations Title 13 and California Education Code pertaining to the transportation of K-12 students;

interpret and reinforce state and local building and permitting codes related to the construction and repair of school facilities;

maintain a cooperative, stable, productive and cohesive workforce made up of a large number and diversity of employees;

manage a cross section of skilled trades knowledge to include, building maintenance, grounds, warehousing, driver training, dispatching, student transportation, route planning and vehicle maintenance;

administer and adhere to the concepts of progressive discipline; supervise the development and management of department budgets; perform required supervision of staff.

Experience:

Experience in managing a department/division is required.

Education:

BA/BS degree required.

Conditions of employment:

This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following. Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

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Formerly: AdminMaintOperTrans