

SUPERVISOR OF PLANT OPERATION AND TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of varied administrative and supervisory duties in connection with overseeing the plant operator and transportation programs of a large school district. The supervisor of Plant Operation and Transportation will have direct responsibility for all aspects of transportation and operations programs, including Personnel Administration (hiring, discipline, evaluations), labor agreement administration, budget preparation/administration, purchasing and inventory, and fulfilling statutory, regulatory, or other reporting requirements. Incumbents of this position will work under the direction of the Business Administrator; supervision will be exercised over supervisory personnel assigned to the Buildings, Grounds and Transportation Departments.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Develops a list of capital projects to be undertaken and oversees the commencement and progress on capital project activities;

Oversees the operation of the school district's transportation system and plant operation systems;

Assist in the development of the operating budgets for Plant Operation and Transportation Departments, and has responsibility for budget administration for these departments during the fiscal year;

Is responsible for the effective administration of personnel practices in assigned departments, including hiring, employee discipline, evaluation, and review approval of payroll records;

Supervises and assists in the preparation of bus routes, time schedules, and other scheduling records pertaining to assigned departments;

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Reviews record keeping procedures to determine compliance with applicable State Education

Department mandates and state aid reporting requirements;

Establishes and conducts safety programs in the areas of occupational safety, bus operation, etc.;

Supervises and reviews the bus maintenance program to determine that buses are maintained safely and in a cost-effective manner;

Coordinates grounds maintenance, building maintenance, and custodial activities;

Purchases equipment and supplies for the Building Operation and Transportation Departments;

Maintains an effective and accountable system of inventory and control for assigned departments;

Maintains liaison with Building Principals and other district employees to resolve complaints, problems, or needs as they arise.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of Building and Grounds maintenance or cleaning methods, materials and equipment; good knowledge of laws, rules and other requirements pertaining to the operation of a school transportation system; good knowledge of the operation of heating, air-conditioning, or ventilation systems; some knowledge of automotive repair; working knowledge of purchasing practices; ability to plan and supervise the work of others; ability to understand and follow complex oral and written instructions; ability to prepare and administer an operating budget for assigned departments; ability to prepare reports and maintain records; good administrative skills; and dependability.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of a Master's Degree in Public Administration or Business Administration; or

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- (B) Possession of a Bachelor's Degree in Public Administration or Business Administration and two (2) years of progressively responsible experience in building construction or maintenance, at least one (1) year of which involved administrative duties including supervision; or
- (C) Six (6) years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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