

# JEFFERSON UNION HIGH SCHOOL DISTRICT

**CLASS TITLE:** Transportation and Facility Rental Specialist – Range 76

**BASIC FUNCTION:**

Under the guidance and supervision of the Director of Operations, Maintenance, Health & Safety, and Transportation, the Transportation & Facility Rental Specialist coordinates district transportation, manages facility rentals, and provides confidential, general support to the Director and to the departments served by this position. The Specialist requires excellent organizational, diplomatic, writing and oral communication skills and an ability to anticipate the needs of the office, the Specialist is dedicated to supporting the efficiency and effectiveness of the Director of Operations Maintenance Health & Safety and Transportation and these departments.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

**1.0 District Transportation:**

- Coordinate all routes to ensure the safe home-to-school transportation requirements for the District's students with Individual Educational Plans (IEPs).
- Interface with parents, students, site staff & District administration in setting up the individualized requirements for the students transportation needs.
- Maintain and provide pickup time roster to the appropriate administration and parent/guardians.
- Investigate the individual students' profiles in order to keep the drivers informed of any special care needed to transport each student safely.
- Set up alternate transportation (taxi—etc.) as needed to support students that cannot be served by district drivers.
- Establish Extended School Year (ESY) routes and regular school year routes based on which school students are attending, including route details known as "Lefts & Rights".
- Collect and document all submitted trip requests (athletic and/or field trips), type and catalog them in activity date order to support the trip selection process, prior to general distribution.
- Contact the various trip requisitioners to ensure the pickup & return times and quantities of students are accurate as stated and provide recommendations as needed.
- Communicate with District Athletic Directors and staff to schedule bus trips for athletics and field trips.
- Hold bus driver meetings for trip selection (by seniority); send copies to trip's originator informing them on whom the driver will be and any changes in pickup times.
- Create and distribute the weekly trip and athletic events schedule and provide drivers with their specific "trip-sheets".
- Contact outside charter companies to support the District's overflow transportation needs; collect and maintain insurance liability documents on all charter companies; coordinate payment for charter companies.

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- Generate a monthly field trip report, and forward onto the accounting department to ensure that the sites are properly charged for their transportation requests.
- Maintain files for CHP and assist CHP during an annual audit of our driver and vehicle records.
- Provide monthly driver hourly reports.
- Coordinate external transportation needs from outside groups and partners; such as field trips, church group's camps, and Daly City Park & Recreation requests, including invoicing.
- Review the individual vehicle inspection sheets submitted daily and forward them onto the Director and/or District Mechanic for appropriate action.
- Coordinate the use of District vans by coaches and faculty. Ensure that they have a DMV clearance to drive District vehicles.
- Ensure that the Fastrak is set-up and current for all District vehicles.
- Maintain files of all vehicle accident reports and forward copies onto the District Office and/or our insurance carrier as needed.
- Works closely with the district mechanic to make sure the fleet is in safe working condition and other needs they may have.
- Coordinate the daily scheduling sub-drivers in support of transporting students.

### **2.0 Facility Rentals:**

- Process, evaluate and verify internal and external requests for facilities use; develop and oversee the process for approving and denying facility use requests.
- Maintain online program for the rental of District Facilities. Assist renters in setting up their individual profile and the scheduling for their specific event at District facilities.
- Amend use of facilities approvals and adjust invoices when changes occur.
- Monitor the collection of fees and billing arrangements; issue receipts; process and verify incoming monies; balance and reconcile accounts as required.
- Ensure that the site administration, lead site operations and lead of facilities use and rental operations are fully aware of what type of event is scheduled and what amenities are required.
- Collaborate with the Site Administrator and PE/Athletic Departments in promoting the individual site's sports facilities with potential renters to avoid double scheduling.
- Develop and maintain a facility usage calendar.
- Inform and insure compliance of the renter of the rules and requirements in renting all facilities.
- Provide facility use contracts and agreements to the renters.
- Coordinate with the lead site operations and lead of facilities use and rental operations staff in providing onsite services and staffing as needed for the scheduled event by the renter.
- Provide renters with the point of contact for their event.
- Ensure that renters upload appropriate documentation (i.e. Insurance of Liability)

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### 3.0 Director and Departmental Support:

- Opens, sorts and screens mail
- Orders supplies as needed; requisitions items; prepares purchase requisitions and tracks billing for the department. This includes payment of all invoices for maintenance departments from all 7 sites.
- Receive all incoming materials for the operations staff & vehicle maintenance at the Bus Garage.
- Contact vendors and contractors to work out potential billing and invoicing conflicts.
- Coordinate the daily scheduling sub-custodian/maintenance in support of permanent staff absences.

### OTHER DUTIES:

Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

#### KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Policies and objectives of assigned program and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.
- Basic arithmetic.

#### ABILITY TO:

- Perform varied and responsible clerical duties to support the Director.
- Coordinate communications between administrators, personnel, parents, students and the public.
- Assure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Work independently with little direction.
- Compose correspondence and written materials independently or from oral instructions.
- Understand and resolve issues, complaints or problems.
- Maintain confidentiality of sensitive and privileged information.
- Determine appropriate action within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a variety of office equipment including a computer and assigned software.

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- Complete work with many interruptions.
- Meet schedules and time lines.
- Make arithmetical calculations with speed and accuracy.
- Ensure that confidential information and materials are handled with excellent judgement and appropriate discretion.
- Work calmly, effectively and productively under pressure.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, plus at least five years increasingly responsible clerical or organizational experience involving project coordination and frequent public contact.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Employees in this classification work both inside and outside, in changing temperatures, with moving vehicles, in contact with fumes, allergic dust, odors, toxic materials and loud noises with frequent interruptions.

#### **PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Sitting or standing for extended periods.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Respond and generate a large volume of calls and emails correspondence.

#### **SPECIAL REQUIREMENTS:**

This is an overtime-exempt position and may be required to work a varied schedule including days, evenings, weekends and holidays to respond to emergencies or other maintenance, transportation, facility rental needs.

#### **LICENSING:**

Must have California DMV Class-C (may need to drive Special Education students in case of an emergency).

**Board Approved:** December 7, 2021