

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Supervisor/Coordinator, Vehicle Service **Job Code:** 78023
Job Classification: 06 Non-instr. Mgrs. District-Based **EEO Line:** 52
Job Class Category: E Managers **Job Description Supplement Code:**
Reports to: Director, Transportation **Salary Locator:** Support Schedule 2

SUMMARY:

Under administrative direction, the purpose of this position is to perform administrative and lead duties overseeing subordinate personnel communicating the repairs and maintenance needed for all District owned vehicles in order to maximize equipment life and minimize downtime.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Certification for general heavy duty mechanics as specified by the (FAPT) Florida Association for Pupil Transportation
- 3) Appropriate valid Florida Driver's License for vehicle(s) driven and acceptable driving record
- 4) Five (5) years' experience in school bus fleet maintenance or other fleet maintenance
- 5) Thorough knowledge of automotive and heavy equipment mechanics
- 6) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Functional literacy; ability to communicate effectively
- (5) Demonstrated leadership and supervisory ability
- (6) Ability to perform addition, subtraction, multiplication, and division
- (7) Formal training in mechanical repair of transportation equipment

SUPERVISES: Lead Worker, Mechanic, and Mechanic Helper

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students and/or employees, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Determines and communicates the repairs needed for all District owned vehicles in order to maximize equipment life and minimize downtime. Coordinate, prioritize, and schedule School Bus Fleet and vehicle repairs and assigns work to mechanics.
- (3) Responsible for scheduling and assigning work to co-workers and inspecting tasks upon completion for adherence to technical specifications and principles of safe vehicle operation
- (4) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (5) Provides planning, organization, coordination and direction in school district maintenance and repair activities associated with fleet mechanical trades
- (6) Works collaboratively with district fleet services personnel, other applicable departments, private/public contract service providers and school district administration in planning and coordinating tasks and projects.
- (7) Leads work crews engaged in the school district fleet maintenance projects and tasks.
- (8) Responsible for coordinating the process of ordering and receiving necessary parts to keep the fleet up and running
- (9) Monitors and controls all environmental concerns and activities regarding the disposal of parts and equipment

- (10) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (11) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (12) Perform all other non-instructional duties as requested by department director

PHYSICAL REQUIREMENTS:

Ability to exert very heavy physical effort in very heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of heavy objects and materials (up to 100 pounds) and occasionally heavier items (100 pounds or over). Some tasks may require the ability to perceive and discriminate colors or shades of colors. Some tasks may require the ability to perceive and discriminate sounds. Some tasks require the ability to perceive and discriminate depths. Some tasks may require the ability to perceive and discriminate textures. Most tasks require visual perception and discrimination. Some tasks require oral communications ability. When conducting inspection duties, tasks may present potential exposure to adverse environmental conditions, such as dust, fumes, wetness, humidity, machinery, vibrations, temperature and noise extremes, electrical currents, bright or dim lighting, and toxic/poisonous agents.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

July 15, 2014