



JOB TITLE	DEPARTMENT	REPORTS TO
Foreman of Bus Garage	Transportation	Vehicle Service Manager

Position No: 78014	Length of Work Year: 12 Months
Salary Schedule: P11	Date Approved: 1/9/88
FSLA: Exempt	Date Revised: 8/26/97; 10/7/15; 5/13/16

JOB GOAL
To ensure work assignments of personnel in fleet maintenance, maintain all safety and maintenance records and oversee the preventative maintenance program.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Associate's Degree in related field or equivalent. 2. Appropriate experience may be substituted for the degree requirement. 3. Physically capable of performing duties as determined by an examination by a Board approved physician. 4. Must obtain Florida DOE Bus Inspector License within 1 year. 5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To coordinate Bus Garage personnel and provide necessary instruction and supplies. 2. To determine priority of work and service requested. 3. To keep the Vehicle Service Manager abreast of maintenance needs, repairs, alterations, etc. 4. To request purchases of all material and labor for each vehicle used in the school system. 5. To schedule work and monitor results using the computerized fleet management system. 6. To plan summer work schedule for the garage department. 7. To assist in the comprehensive overall planning and scheduling of maintenance and repair requirements of the district school buses. 8. To keep informed of the latest trends, developments and products in the areas of maintenance, repair and upkeep of buses and white fleet. 9. To maintain control over the inventory of the department. 10. To perform technician duties as needed to assist in keeping workload current. 11. To perform assigned tasks in a timely and efficient manner. 12. To perform assigned tasks with a high standard of quality. 13. To perform such other tasks and assume such other responsibilities as the Vehicle Service Manager or Director of Transportation may assign.

PHYSICAL DEMAND CLASS:
Heavy (H) - Frequent lifting and carrying of objects weighing 25-50 pounds. Infrequent lifting and carrying of objects weighing 51-100 pounds. Continuous standing and/or walking is required to carry out duties. Occasional walking at a fast pace and/or running may be required.