



JOB TITLE	DEPARTMENT	REPORTS TO
Transportation Vehicle Service Manager	Transportation	Director of Transportation

<b>Position No:</b> 78016	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N08	<b>Date Approved:</b> 7/29/97
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
To provide supervision of all mechanics' scheduled workloads, monitor progress and work completion for maintenance of all school buses, trucks, equipment and automobiles for St. Lucie District Schools.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. High School Diploma or equivalent, Bachelor's Degree preferred.</li> <li>2. A working knowledge of office management, personnel management, purchasing, warehousing and office automation.</li> <li>3. Valid Florida Commercial Driver's License and verification of acceptable driving record.</li> <li>4. Minimum of ten (10) years of prior experience in vehicle maintenance.</li> <li>5. Proficiency in the maintenance and operation of motor vehicles and applicable diagnostic technology.</li> <li>6. Computer knowledge related to automated vehicle maintenance systems.</li> <li>7. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To supervise a system of employment, training, and supervision of mechanics and office personnel.</li> <li>2. To prepare work orders, assign work to mechanics and laborers, and review for quality and completeness after work has been completed.</li> <li>3. To enforce all Florida State Statutes, State Board of Education Regulations, and district school board policies relative to transportation vehicles and personnel.</li> <li>4. To assist garage mechanics with trouble shooting maintenance problems on transportation equipment.</li> <li>5. To instruct mechanics regarding procedures and methods of vehicle maintenance.</li> <li>6. To maintain availability at any hour to assist in the event of any emergency due to vehicle breakdown or other emergency condition.</li> <li>7. To be responsible for all vehicle parts inventory and distribution to garage personnel.</li> <li>8. To supervise purchase of materials, supplies and vendor services for vehicle maintenance and repair.</li> <li>9. To supervise procedures for school and department vehicle maintenance billing to ensure reimbursement to transportation department.</li> <li>10. To serve as the fuel, equipment, parts and vehicle inventory manager.</li> <li>11. To maintain familiarity with all aspects of vehicle maintenance and troubleshoot all school bus systems with speed and accuracy.</li> <li>12. To coordinate shift work for all garage personnel to maximize efficiency of operation.</li> <li>13. To provide on-going performance evaluation, coaching and training for mechanics.</li> <li>14. To demonstrate commitment to promote diversity in employment practices.</li> <li>15. To perform assigned tasks in a timely and efficient manner.</li> <li>16. To perform assigned tasks with a high standard of quality.</li> <li>17. To perform other duties as assigned by the supervisor.</li> </ol>

**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.