

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### FLEET MAINTENANCE ADMINISTRATOR

**SALARY SCHEDULE:** Administration – [F] - J

**COST CENTER:** TRANSPORTATION (9030)

**QUALIFICATIONS:**

- Possess an Associate Degree from an accredited educational institution or, equivalent transportation experience as determined by the Director of Transportation.
- Minimum of Three to Five (3-5) years of mechanical experience or fleet management experience.
- ASE Master Certification for Heavy Truck, and School Bus or equivalent experience as determined by the Director of Transportation.
- At least two (2) years of administrative or leadership experience.
- Possess a valid State Florida Commercial Driver's License (CDL) with Passenger, Air Brakes and "S" Endorsements within the first 6 months.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of federal, state and local standards of transportation services.
- Possess managerial skills.
- Ability to plan, analyze, organize and prioritize activities.
- Ability to communicate effectively, both orally and in writing.
- Possess excellent computer knowledge and skills.
- Knowledge of vehicle service and maintenance techniques and procedures.
- Knowledge of safety standards for vehicles.
- Ability to use technology to enhance management of the department.

**REPORTS TO:**

Executive Director, School Business Services/Director of Transportation

**JOB OBJECTIVES:**

To provide overall coordination, supervision, and direction for the day to day operation of Fleet Maintenance which assures the safe and efficient operation of all District vehicles.

**SUPERVISES:**

Mechanics	Bus Washer
Parts Manager	Lead Mechanics
Upholsterer	Mechanic Helpers
Bookkeeper	Paint and Body Person

**PERFORMANCE RESPONSIBILITIES:**

- Supervise, discipline and evaluate garage staff in accordance with established rules and procedures.
- Ensure that the bus fleet is maintained to the highest safety standards and in compliance with federal, state and local rules and regulations.
- Ensure that other School Board vehicles are properly maintained for a safe and efficient operation.
- Set up and monitor preventative maintenance scheduling.
- Ensure that the fleet maintenance facilities and fleet are in compliance with the regulatory requirements of OSHA and the EPA.
- Prepare bid specifications and oversee the purchasing of fuel, oil, repair parts and tools and equipment needed to maintain the bus fleet and other vehicles owned by the District.
- Ensure that mechanics are trained and up-to-date on new technologies and regulations.

**FLEET MAINTENANCE SUPERVISOR (Continued)**

- Purchase and maintain fleet maintenance software and electronic diagnostic software and equipment.
  - Interact with parents, outside agencies, businesses and community to enhance the understanding of the District's initiatives and priorities as they relate to transportation services.
  - Respond to inquiries and concerns in a timely manner.
  - Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
  - Work closely with District and school staffs on all matters related to transportation services.
  - Disseminate information and current research to appropriate personnel.
  - Keep well informed about current trends and best practices in areas of responsibility.
  - Maintain expertise in assigned areas to fulfill project goals and objectives.
  - Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
  - Promote and support the professional growth of self and others.
  - Develop annual goals and objectives consistent with and in support of District goals and priorities.
  - Maintain a network of peer contacts through professional organizations; such as, the Florida Association of Pupil Transportation.
  - Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues related to assignments.
  - Assist with the development of the department budget and monitor its implementation.
  - Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
  - Prepare or oversee the preparation of all required reports and maintain appropriate records.
  - Serve on District, state or community councils or committees as assigned or appropriate.
  - Represent, consistently, the District in a positive and professional manner.
  - Provide leadership and direction for the assigned areas of responsibility.
  - Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
  - Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
  - Assist in implementing the District's goals and strategic commitments.
  - Exercise proactive leadership in promoting the vision and mission of the District.
  - Provide oversight and direction for cooperative planning with other agencies.
  - Set high standards and expectations for self and others.
  - Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
  - Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
  - Facilitate problem solving by individuals or groups.
  - Perform other incidental tasks consistent with the goals and objectives of this position.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**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.

**FLEET MAINTENANCE SUPERVISOR** (Continued)

**EVALUATION:**

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

**Job Description Supplement No. 01**