

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

FLEET SUPERVISOR

QUALIFICATIONS:

- 1) Associates Degree, or verifiable experience of seven (7) years successful experience as a mechanic or an approved apprenticeship program with five (5) years' experience.
- 2) Valid Florida Commercial Driver License (CDL), Class B or higher with air brakes and passenger endorsement (must be obtained within three (3) months of appointment) to be maintained throughout tenure in position.
- 3) Must have a School Bus Inspection Certification or must obtain within one year of appointment to position.

KNOWLEDGE, SKILLS AND ABILITIES:

Computer literacy, familiarity with fleet maintenance programs, strong written and verbal skills and ability to communicate with drivers on a 1:1 basis or in a group. Ability to prioritize workload in such a manner that all tasks are accomplished within the acceptable time frame; ability to effectively supervise and give direction in a fair and equitable manner; ability to professionally communicate with school-based and district staff on technical and general areas of student transportation services. Working knowledge of all operation of vehicles and equipment including but not to limited heavy machinery.

REPORTS TO:

Director of Transportation or Designee

JOB GOAL

To ensure that the District's transportation system operates in a safe and efficient manner.

SUPERVISES:

Mechanics, Other Assigned Support Staff

PERFORMANCE RESPONSIBILITIES:

1. Supervises maintenance and repairs of designated district owned vehicles and maintain all required records.
2. Oversee work schedules for fleet maintenance and support fleet maintenance personnel in accordance with applicable bargaining unit guidelines.
3. Use computer software to ensure inventory control, work order process, reporting function, state regulations and budgetary guidelines are in compliance.
4. Coordinate the purchase of parts required for fleet maintenance.
5. Manage the garage and assist with parts inventory for optimum efficiency and cost effectiveness.
6. Oversee compliance with laws, rules, regulations and policies governing areas of responsibility.
7. Investigate and report all accidents to ensure that repairs, claims and reports are completed in a timely manner.
8. Evaluate and implement methods and procedures of efficient service and quality repairs.
9. Perform estimation of repair cost including labor, parts and equipment.
10. Assist in selection, training, coaching and performance evaluation of mechanic and mechanic helpers.
11. Assure all school buses are inspected according to state requirements and all required inspection records are maintained.
12. Performs annual evaluations of fleet support personnel and maintain documentation of performance.
13. Assure the garage operates according to all applicable safety standards.
14. Coordinate-after hour emergency repairs as well as periodic inspections of vehicle and equipment repairs.

15. Attend required in-service trainings.
16. Perform other related duties as assigned.

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.

EVALUATION:

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

* Essential Performance Responsibilities

Job Description Supplement Code: 5

Salary Lane: Professional PAIZ-0

Approved 07/19/2022