

SCHOOL DISTRICT OF BRADFORD COUNTY

JOB DESCRIPTION

TRANSPORTATION FOREMAN (78014)

QUALIFICATIONS:

- (1) Must have High School Diploma or GED.
- (2) Must pass a drug test and background check satisfactory with district policy.
- (3) Must have 10 years of experience as a progressively responsible technician in the field of truck, bus and/or automotive repair.
- (4) Must have Valid Florida Class B CDL license with school bus certification or attained within one year.
- (5) Must be a Certified School Bus Inspector.
- (6) Must be certified in 5 or more areas of truck, bus, and or automotive repair.
- (7) Must have at least (3) years of experience in fleet and/or repair shop management including supervisory responsibilities.
- (8) Must be able to read and understand technical/ professional manuals.
- (9) Must have leadership qualities and know how to delegate tasks in a professional business-like manner.
- (10) Must be knowledgeable on all DOE safety requirements and regulations.
- (11) Must have extensive training on accident prevention and workplace hazards.
- (12) Must be able to drive and or substitute on any bus routes on an as needed basis.

KNOWLEDGE, SKILLS, AND ABILITIES:

Supervises the District's Fleet in the Transportation Department to ensure the Maintenance of all District vehicles meets the State Requirements by the Department Of Education. Understands and interprets the State of Florida School Bus Specifications, and district policy relative to the provision of Fleet Maintenance of School Buses, vehicles and other equipment. Possess high level of troubleshooting, diagnostic, and repair ability in a wide range of areas such as electrical, A/C systems, diesel and gasoline engines, emissions systems, brakes, and steering, cooling and hydraulic systems. Needs to have a high level of knowledge of sources relating to problem resolutions, monitors transportation vehicle recall and warranty information and contacts local dealerships and representative companies as required. Must be able to plan a safe, economical, and efficient repair and inspection program. Ability to maintain required reports and to prepare reports, must have skill in the use of computer applications, must keep track of all fleet. Must have the ability to interpret documents such as policies and procedures manuals, follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Recommend and give information to help with the annual budget. Recommend new or replacement of buses or vehicles. Maintain and control fuel and parts inventory. Participate in (random) quality control checks and inspections to insure the inspection processes and procedures are being done properly. Communicates with Transportation Assistant about buses so they are aware of where they all are.

- * (27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- * (28) Prepare all required reports and maintain updated and accurate records.
- * (29) Represent the district in a positive and professional manner at all times.
- * (30) Perform other duties as assigned.
- * (31) May be required to work more than 40 hours a week and maybe after hours and/or weekends.
- * (32) Monitors security of the garage shop as well as the district transportation vehicles.
- * (33) Order parts and other supplies as needed.
- * (34) Assist in performing daily inspections, or any work orders on District vehicles.
- * (35) Must be able to drive and or substitute on any bus routes on an as needed basis.

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

Salary and other 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**
SALARY SCHEDULE: SUPPORT LANE 10