

SCHOOL DISTRICT OF BRADFORD COUNTY**JOB DESCRIPTION****CHIEF MECHANIC****QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Five years of progressively responsible experience as a mechanic, including one year at the supervisory level, management in transportation, or related field, or bus fleet operations OR three years documented experience in quality control programs for a truck or bus fleet operation.
- (3) Valid Florida CDL Class A license with air brakes and passenger endorsement.
- (4) ASE Certification in Heavy Truck Repair and/or Automotive Repair.
- (5) Must be able to read and understand technical / professional manuals.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the State of Florida School Bus Specifications, Florida statutes, School Board rules and Federal Motor Vehicle Safety Standards. Construction assembly, adjustment and maintenance of a variety of automobiles, buses, trucks and other heavy equipment. Considerable knowledge of the methods and practices used to repair and renovate automotive and heavy equipment, especially as applied to the mechanical operations. Considerable knowledge of instruments employed in testing the operation and repair of automotive and heavy equipment such as amp meters, volt meters, micrometers, calipers, dividers, dial gauges, compression gauges and other testing devices. Good knowledge of methods of sound management as related to the operation of a repair and maintenance garage. Ability to diagnose defects in automotive equipment and either personally perform or instruct subordinates in a proven technique for fixing defects. Ability to make road tests and other checks of the effectiveness of repair and maintenance work. Considerable skill in the application and/or supervision of modern methods and techniques used in the repair and renovation of automotive equipment and in the care and use of pertinent tools, equipment and facilities. Knowledge of heating, air conditioning, refrigerant and re-cycling procedures and equipment. Ability to communicate effectively. Ability to respond constructively to stressful situations resulting from employee discipline actions, equipment malfunctions, as evidenced by submitted information / documentation.

REPORTS TO:

Director, Transportation and Risk Management

JOB GOAL

To ensure that all policies, programs and maintenance procedures of the transportation department are accomplished in a safe, economical and efficient manner.



CHIEF MECHANIC (Continued)

SUPERVISES:

Mechanics
Vehicle Safety Inspector

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform spot inspection of school buses and other vehicle records. Maintain the master vehicle files for the bus fleet.
- * (2) Review and analyze work order data noting discrepancies such as maintenance deficiencies and/or trends.
- * (3) Re-inspect buses that have been inspected and repaired; perform a quarterly fleet inspection and evaluate the results of that inspection for the purpose of upgrading the overall PM program.
- * (4) Check the shops for cleanness, safety and ensure that safe working practices are used by the employees. Make report on any discrepancies.
- * (5) Ensure correct and up-to-date records are maintained and on file in the shops.
- * (6) Check to ensure that air compressors and other shop equipment and tools are properly serviced and cleaned.
- * (7) Evaluate and monitor the availability and condition of the shop's special tools and equipment to ensure they are in serviceable condition. Assist in preparation of the annual tool and equipment inventory to determine repair, replacement, or purchase of new items for budget preparation.
- * (8) Supervise and schedule work load in the garages.
- * (9) Develop and maintain quality control measures to include productivity and efficiency. Evaluate and document methods to improve the program.
- * (10) Read and understand technical manuals and information.
- * (11) Maintain and control parts, fuels, and supply inventory.
- * (12) Oversee the regular and special inspections of District buses and other vehicles.
- * (13) Recommend new / replacement buses and vehicles.
- * (14) Recommend and administer the annual budget for vehicle maintenance.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position.



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 8



©EMCS