

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

MANAGER II – GARAGE

QUALIFICATIONS:

1. High School diploma or equivalent required. Advance degree in technical automotive service and/or college degree preferred.
2. Ten (10) years of progressively responsible experience in the maintenance and repair of automotive equipment and a minimum of five (5) years education/training/experience, which provides for an equivalent background necessary to perform the work.
3. Master certification in Heavy Duty Truck Repair, School Bus Repair, and/or Automobile Repair preferred.
4. Must possess or be able to obtain a Class A Commercial Drivers License (CDL) with passenger endorsement.
5. Must have a safe driving history in accordance with School Board policy prior to employment.
6. Proficiency in the maintenance and operation of diesel motor vehicles and applicable diagnostic technology.
7. Basic computer skills and Fleet maintenance software experience.
8. Working knowledge of federal, state, and local laws and regulations affecting maintenance standards for vehicles owned and operated by the Escambia County School Board.
9. Qualifications may vary from the above requirements to such a degree as the Superintendent and the School Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all applicable maintenance, repair and inspection standards and procedures. Knowledge of state compliance systems for vehicle maintenance and repair. Knowledge of current diagnostic and repair equipment and systems. Knowledge of basic budget practices and sound financial stewardship principles. Able to manage and supervise repair operations and fleet service personnel in a dynamic and stressful environment.

REPORTS TO: Director - Transportation

JOB GOAL

To supervise fleet maintenance personnel, effectively manage vehicle repair and maintenance facilities, and ensure compliance of all transportation vehicles in support of District Goals and Aims.

SUPERVISES: Fleet Maintenance personnel

MANAGER II – GARAGE (Continued)

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Professional knowledge of the theories, principles, practices and techniques of modern vehicle repair, maintenance, and inspection.
- * (2) To develop, implement, monitor, and evaluate preventative maintenance programs, bus inspection programs, in accordance with applicable statutes, vehicle recall and warranty programs, for a vehicle fleet in excess of 900 vehicles.
- * (3) Assist in preparation of operating budget for vehicle operations. Monitors and controls vehicle maintenance expenditures. Able to produce and substantiate vehicle maintenance cost analysis data to support an effective and efficient operation.
- * (4) Monitors all Environmental Regulation requirements applicable to the garage(s) and initiates any corrective action needed to comply with current Environmental Protection Agency regulations.
- * (5) Monitors shop safety to include safe work habits and inspection of tools and equipment. Promotes good housekeeping methods in all work areas. Evaluates all garage injuries and accidents and makes recommendations to correct or eliminate problems. Initiates policy to needed to comply with OSHA regulations.
- * (6) Investigates the need and determines the type of new equipment to properly maintain School Board vehicles in accordance with state and federal regulations. Coordinates and recommends specifications for new school bus purchases. Assists with the purchasing and product evaluations of equipment and parts.
- * (7) Utilizes computerized services in preparing and maintaining reports and data. Develops and maintains a fleet management system pertinent to School Board vehicle repair and maintenance operations ensuring effective and efficient productivity. Maintains records of all maintenance activities for all maintenance activities for all vehicles.
- * (8) Possesses detailed knowledge of parts and assists in developing parts support with warehouse personnel that will improve parts support for the fleet maintenance programs. Supervises the purchase of materials, supplies, and vendor services for vehicle maintenance and repair.
- * (9) Promotes and coordinates training and certification programs for all shop mechanics.
- * (10) Monitors security of the garage, associated equipment, and vehicles.
- * (11) Strong written, verbal, and administrative skills and ability to communicate with school-based and district staff on professional, technical, and general areas of school bus transportation services.

MANAGER II – GARAGE (Continued)

Supervisory Controls

- * (1) The manager assigns work in terms of project objectives and basic priorities and is available for consultation in resolving controversial issues.
- * (2) The manager independently plans and carries out the projects, selecting the approaches and methods to be used in solving problems.
- * (3) Projects are reviewed to determine that the objectives are met and for compliance with agency policies and regulations.
- * (4) Performs other related duties as assigned by the Director of Transportation.

Guidelines

- * (1) Guides: Written and oral guides provide general instructions, such as Federal Regulations, Florida School Law, School Board Rules, Department operating policies and industry practices.
- * (2) Judgment: Considerable independence and judgment required of manager judgment required of manager to research and develop methods to maximize logistical operational efficiencies.

Complexity

- * (1) Nature of Assignment: Develop, manage, and provide District logistical support for Transportation Services.
- * (2) Identifying what needs to be done: Analyzes and examines current reach, trends, performance data, customer and employee feedback, personnel and equipment availability to make decisions related to providing and improving goods and services. Independently develops data bases for analysis on varying subjects, resolve unusual, incomplete, or conflicting data.
- * (3) Difficulty and originality: Determines appropriate approaches and actions to be taken. Requires tremendous operational flexibility due to constantly shifting priorities and resource availability.

Scope and Effect

- * (1) Purpose: Manages, coordinates and supervises the activities of all mechanics scheduled workloads, monitoring progress and work completion for maintenance of all Escambia School District vehicles and coordinates vehicle scheduled maintenance and inspections.
- * (2) Impact: Effectively employs personnel and equipment at two maintenance facilities and multiple fuel sites to maintain a safe, effective and economical operation for the School District's 495 school buses and 500 support vehicles.

Personal Contacts

- * (1) Actively interface with Bus Operators, Department Heads, Principals, Transportation Staff, Law Enforcement, Commercial Vendors, Contractors, other District's personnel, and private industry.

MANAGER II – GARAGE (Contiued)

- * (2) Represents the School Board by attending conferences, workshops, and vehicle specifications meetings when requested.
- * *3) Provides direction to increase efficiency, build teamwork, and promote harmony among all garage personnel.

Physical Requirements

- * (1) Must be able to perform heavy lifting over 75 pounds, possess strength and stamina to manipulate heavy parts, operate tools of mechanics trade, requires bending, walking, reaching and working in close quarters, and must be able to operate equipment

Evaluation

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

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 3

Date of Board Approval: May 16, 2000

Date of Revision: October 22, 2002