

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

COORDINATOR, VEHICLE SERVICES

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Valid Florida CDL, Class A, with passenger and air brakes endorsement.
- (3) Five years experience in a commercial garage or three years experience in a school bus garage.

KNOWLEDGE, SKILLS AND ABILITIES:

Supervisory skills. Knowledge of federal, State and local laws and regulations affecting minimum maintenance standards for vehicles owned by the School District. Organizational and monitoring skills. Knowledge of safety rules.

REPORTS TO:

Director, Transportation

JOB GOAL

To maintain a fleet of safe, operational buses and support vehicles as economically as possible for the School District.

SUPERVISES:

Mechanics and Parts Department

PERFORMANCE RESPONSIBILITIES:

- * (1) Establish an effective, economical preventive maintenance program and maintenance schedule for all school buses and other vehicles.
- * (2) Determine that repair and rehabilitation work is assigned appropriate priorities to the proper mechanics and that each vehicle is returned to operation in the quickest time practical, considering needs and economy of funds.
- * (3) Determine that all maintenance, repair and rehabilitation of vehicle objectives are being achieved within established timelines.
- * (4) Supervise the overall operation of all vehicle maintenance and repair shop and perform spot inspections of work performed by other mechanics.
- * (5) Work with commercial insurance adjusters in arriving at estimates for repair of vehicles that have been involved in accidents.
- * (6) Provide detailed specifications, as a basis for the purchase of vehicles, equipment and tools needed for the vehicle maintenance shops, and inspect newly-purchased vehicles, equipment and tools to determine that they fully meet such specifications.
- * (7) Investigate the need and determine the type of new equipment to properly maintain Board-owned vehicles in accordance with State and federal regulations.
- * (8) Determine the need for the purchase of oil, grease, tires and repair parts to meet the requirements of vehicle maintenance.
- * (9) Determine the need for additional schooling and on-the-job training of mechanics and other vehicle maintenance associated personnel.
- * (10) Coordinate bus vehicle maintenance programs with school bus route schedules.
- * (11) Maintain records of all maintenance activities for all vehicles.
- (12) Assist the Director, as required, in the planning and preparation of the transportation budget.
- (13) Assist in the acquisition and disposition of school buses and other vehicles.
- * (14) Perform mechanical work on vehicles as needed.
- * (15) Use effective, positive interpersonal communication skills.
- (16) 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

SALARY LOCATOR: Support Personnel Salary Schedule 1