

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### MANAGER, Garage

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Five (5) years of prior experience in vehicle maintenance.
- Valid Commercial Driver License (CDL) Class B with Passenger Endorsement and verification of an acceptable driving record through the State Department of Motor Vehicles. (NOTE: If you do not meet this qualification, you will be trained.)

#### KNOWLEDGE, SKILLS, ABILITIES

- Proficiency in the maintenance and operation of motor vehicles and applicable diagnostic technology.

#### SUPERVISION

**REPORTS TO** Supervisor of Fleet Services and Garage Operations  
**SUPERVISES** Designated Transportation Services Employees

#### POSITION GOAL

***Responsible for the supervision of all mechanics' scheduled workloads, monitoring progress and work completion for maintenance of all school buses, trucks, equipment, and automobiles for Seminole County Public Schools.***

#### PERFORMANCE RESPONSIBILITIES

1. \* Inspect school buses on a regularly scheduled basis to ensure that they are in a safe and proper operating condition.
2. \* Assist garage mechanics with troubleshooting maintenance problems on transportation equipment.
3. \* Instruct mechanics regarding procedures and methods of vehicle maintenance.
4. \* Prepare work orders, assign work to mechanics, and review for completeness after work has been accomplished.
5. \* Maintain availability at any hour to assist in the event of any emergency due to vehicle breakdown.
6. \* Maintain familiarity with all aspects of vehicle maintenance, and troubleshoot all school bus systems with speed and accuracy.
7. \* Provide input to the Director of Transportation Services regarding qualifications of Mechanic applicants.
8. \* Coordinate shift work of all mechanics.
9. \* Coordinate the efforts of the service writers and of the garage office personnel.
10. \* Provide input to the Director of Transportation Services regarding the garage operation on an on-going basis.
11. \* Provide on-going performance evaluation, coaching, and training for mechanics.
12. \* Assist with the purchasing and product evaluations of equipment and parts.
13. \* Submit to Drug and/or Alcohol testing when required by School Board, State, and/or Federal policy.
14. Perform other duties as assigned by the Supervisor of Fleet Services and Garage Operations.

*\*Denotes essential job function/ADA*

**EQUIPMENT / MATERIALS**

Designated Equipment and Materials

**PHYSICAL REQUIREMENTS**

**Light Work** Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

**PHYSICAL ACTIVITIES**

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Balancing** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.  
**Bending** Lowering the body forward from the waist  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Crouching** Bending the body downward and forward by bending leg and spine.  
**Twisting** Moving body from the waist using a turning motion.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back exerting up to 100 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**Feeling** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

**Indoors / Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.  
**Cold** The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.  
**Noise** The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.  
**Hazards** The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.  
**Atmospheric Conditions** The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.  
**Oils** The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

<b>TERMS OF EMPLOYMENT</b>
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**PAY GRADE**

**AO-13-H \$42,283 - \$72,239**

District Salary Schedule

Months 12

Annual Days 258

Weekly Hours 37.5

Annual Hours 1935

**POSITION CODES**

PeopleSoft Position TBA

Personnel Category 06

EEO-5 Line 44

Function 7800

Job Code 1903

Survey Code 78013

**FLSA**

Applicable

Not applicable

Previous Board Approval

ADA Information Provided by

Position Description Prepared by

**BOARD APPROVED**

**November 21, 2006**

**April 12, 1994**

Transportation Services

Ken Lewis