

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SUPERVISOR, Fleet Services and Garage Operations

QUALIFICATIONS

- Bachelor's Degree and five (5) years of experience in pupil transportation management. Management experience in pupil transportation/vehicle maintenance will be considered in lieu of a degree.
- Valid Commercial Driver License preferred and verification of an acceptable driving record through the State Department of Motor Vehicles.

KNOWLEDGE, SKILLS, ABILITIES

- Proficiency in the maintenance and operation of motor vehicles and applicable diagnostic technology.
- A working knowledge of office management, personnel management, purchasing, warehousing, and office automation.

SUPERVISION

REPORTS TO Director of Transportation Services
SUPERVISES Designated Transportation Services Employees

POSITION GOAL

To assist the Director of Transportation Services with the management of the Transportation Services Department in the areas of Fleet Maintenance Services and Garage Operations.

PERFORMANCE RESPONSIBILITIES

1. * Supervise a system of employment, training, evaluation and supervision of mechanics and garage office personnel.
2. * Assist with supervising the maintenance program for all Seminole County Public Schools' vehicles.
3. * Responsible for all vehicle maintenance record keeping and reports for audit and management purposes.
4. * Supervise the coordination of all state-required programs, surveys, and reports as they pertain to vehicle maintenance and inspection.
5. * Enforce all Florida State Statutes, State Board of Education Regulations, and District School Board Policies relative to transportation vehicles and personnel.
6. * Maintain good public relations and information services.
7. * Assist the Director, as required, with the planning of departmental needs.
8. * Be responsible for tracking the transportation garage-operating budget.
9. * Be responsible for all vehicle parts warehousing and distribution for the garage operation.
10. * Provide input to the Director of Transportation Services regarding all aspects of Garage Operations on an ongoing basis.
11. * Supervise the purchase and evaluation of equipment and parts.
12. * Assist with compiling data and preparing reports for the Florida Educational Finance Program (FEFP).
13. * Serve as the fuel, equipment, parts, and vehicle inventory manager.
14. * Supervise maintenance of facilities and grounds.
15. * Maintain compliance as it relates to property records.
16. * Maintain the Transportation Department's inventory.
17. Perform other duties as assigned by the Director of Transportation Services.

*Denotes essential job function/ADA

SUPERVISOR, Fleet Services and Garage Operations, Page 2

EQUIPMENT / MATERIALS

Computer, Calculator, Fax Machine, Two-Way Radio, Hand Truck, Vehicles

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.

Repetitive Motion

Substantial and continuous movements of the wrists, hands, and/or fingers.

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 Noise

The worker is subject to both environmental conditions. Activities occur inside and outside.

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.

SUPERVISOR, Fleet Services and Garage Operations, Page 3

TERMS OF EMPLOYMENT

PAY GRADE

AO-12-G \$52,937 - \$83,341
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **14**
EEO-5 Line **44**
Function **7800**
Survey Code **78010**
Job Code **1443**

FLSA

Applicable
 Not applicable

Previous Approval Date

BOARD APPROVED

November 21, 2006
June 22, 2004
April 12, 1994

ADA Information Provided by Transportation Services
Position Description Prepared by Ken Lewis