



Job Title: **Manager – Garage**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 3

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is 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.

ESSENTIAL JOB FUNCTIONS

- Develops, implements, monitors, and evaluates 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.
- Assists in preparation of operating budget for vehicle operations.
- Monitors and controls vehicle maintenance expenditures.
- Produces and substantiates vehicle maintenance cost analysis data to support an effective and efficient operation.
- Monitors all Environmental Regulation requirements applicable to the garage(s) and initiates any corrective action needed to comply with current Environmental Protection Agency regulations.
- 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.
- 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.
- 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 vehicles.

- Possesses detailed knowledge of parts and assists in developing parts support with transportation parts 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.
- Promotes and coordinates training and certification programs for all shop mechanics.
- Monitors security of the garage, associated equipment, and vehicles.
- Assigns work in terms of project objectives and basic priorities and is available for consultation in resolving controversial issues.
- Plans and carries out the projects, selecting the approaches and methods to be used in solving problems.
- Reviews projects to determine that the objectives are met and for compliance with agency policies and regulations.
- Develops, manages, and provides District logistical support for Transportation Services.
- 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.
- Determines appropriate approaches and actions to be taken.
- Requires tremendous operational flexibility due to constantly shifting priorities and resource availability.
- Manages, coordinates, and supervises the activities of all mechanics scheduled workloads, monitors progress and work completion for maintenance of all Escambia School District vehicles, and coordinates vehicle scheduled maintenance and inspections.
- 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.
- Actively interfaces with Bus Operators, Department Heads, Principals, Transportation Staff, Law Enforcement, Commercial Vendors, Contractors, other District's personnel, and private industry.
- Maintains and updates reports and spreadsheets daily, to include payroll, inspection schedules, road calls, productivity, and the spare bus board which effects the overall goal of providing daily safe and reliable transportation.
- Represents the School Board by attending conferences, workshops, and vehicle specifications meetings when requested.
- Creates and attends monthly support meetings to improve the quality of the garage facility, its employees, processes, and safety, through group meetings such as the GIC (Garage Improvement Committee) and Inspectors Improvement Committee.
- Provides direction to increase efficiency, build teamwork, and promote harmony among all garage personnel.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent required.
- Advance degree in technical automotive service and/or college degree preferred.

- 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.
- Master certification in Heavy Duty Truck Repair, School Bus Repair, and/or Automobile Repair preferred.
- Must possess or be able to obtain a Class “B” Commercial Driver License (CDL) with passenger endorsement.
- Must have a safe driving history in accordance with School Board policy prior to employment.
- Proficiency in the maintenance and operation of diesel motor vehicles and applicable diagnostic technology.
- Basic computer skills and Fleet maintenance software experience.
- Working knowledge of federal, state, and local laws and regulations affecting maintenance standards for vehicles owned and operated by the Escambia County School Board.
- 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

- Requires the ability to display knowledge of all applicable maintenance, repair, and inspection standards and procedures.
- Requires the ability to display knowledge of state compliance systems for vehicle maintenance and repair.
- Requires the ability to display knowledge of current diagnostic and repair equipment and systems.
- Requires the ability to display knowledge of basic budget practices and sound financial stewardship principles.
- Requires the ability to manage and supervise repair operations and fleet service personnel in a dynamic and stressful environment.
- Requires the ability to display professional knowledge of the theories, principles, practices, and techniques of modern vehicle repair, maintenance, and inspection.
- Requires the ability to display 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.
- Requires the ability to display knowledge of written and oral guides provide general instructions, such as Federal Regulations, Florida School Law, School Board Rules, Department operating policies, and industry practices.
- Requires the ability to display considerable independence and judgment required of manager judgment required of manager to research and develop methods to maximize logistical operational efficiencies.
- Requires the ability to communicate clearly and effectively orally and in writing.
- Requires the ability to utilize Microsoft Word and Excel to manage fleet maintenance.

PHYSICAL DEMANDS

Must be able to perform heavy lifting up to 20 pounds, possess strength and stamina to manipulate heavy parts, operate tools of mechanic's trade, requires bending, walking, reaching, and working in close quarters, and must be able to operate equipment. The work also requires the following physical abilities in order to perform the essential job functions:

climbing, crawling, crouching, feeling, fingering, handling, hearing, kneeling, lifting, mental acuity, reaching, speaking, standing, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: