



Job Title: Assistant Garage Manager

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: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 23

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to assist in the management of preventative maintenance and repair operations of gasoline and/or diesel driven motors and related auto equipment, machinery and tools within the transportation garage.

ESSENTIAL JOB FUNCTIONS

- Supervises general maintenance and repair work on automobiles, light and heavy trucks, mechanical equipment, and other gasoline and diesel driven motors in garage operations.
- Supervises and evaluates of work of the assigned vehicle repair and servicing staff; assists in the interview and selection process of new subordinate employees; trains staff in new policies and procedures to ensure maximum efficiency of garage operations; trains new personnel; participates in training and in services of garage staff and new bus drivers.
- Assists the Garage Manager in the development and implementation of operational changes to maximize the efficiency and effectiveness of repair and maintenance programs.
- Investigates and inspects parts and equipment warranties to determine what corrective actions fall within the warranty program for reimbursements; manages warranty claims with vendors for reimbursement.
- Evaluates and determines whether to rebuild, repair, and/or replace parts on vehicles, engines, and/or components.
- Reviews bids and specifications and provides technical data and information of vehicles, parts, and equipment to be purchased; accepts new vehicles and equipment inspections for compliance with specifications.
- Researches new parts and equipment; determines optimal repair parts and procedures to be utilized, while maintaining cost effectiveness; purchases shop equipment, supplies, materials.
- Coordinates and schedules transportation garage inspections, e.g., annual state emission tests, Highway Patrol inspections; inspects cleanliness and organization of garage facilities, tools, and equipment.

- Ensures the accuracy of information in garage database systems to increase efficiency of vehicle repair and maintenance; performs various administrative records management duties.
- Maintains open communication with employees, management, and outside agencies for the dissemination of information.
- Ensures the disposal of waste and hazardous materials in accordance with prescribed safety policies and environmental procedures and regulatory requirements.
- Conforms to safety standards as prescribed.
- Responds to calls for emergency repairs.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent.
- Seven (7) years of responsible experience in automotive and heavy equipment/machinery maintenance and repair.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License. May require the possession of or the ability to obtain a Class "A" or "B" Commercial Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of supervisory principles and practices
- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to operate and maintain hand and power tools.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to perform basic mathematics.
- Requires the ability to act as a lead worker.
- Requires the ability to display knowledge of applicable codes, regulations, standards, techniques, methods, practices, and tools of the trade.
- Requires the ability to display knowledge of operation, maintenance, and care of power and hand tools and specialized equipment.
- Requires the ability to perform maintenance and repair tasks.
- 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

While performing the essential functions of this job, the employee is regularly required to stand, use hands to finger, handle, or feel, reach with hands and arms, and is frequently required to bend at the waist, stoop, or crouch, and lift and/or move up to 100 pounds.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

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

Date of Revision: