

## DISTRICT SCHOOL BOARD OF PASCO COUNTY

### JOB DESCRIPTION

#### SUPERVISOR OF TRANSPORTATION MAINTENANCE

#### QUALIFICATIONS:

- (1) Bachelor's Degree or above from an accredited institution and/or appropriate licensing and certification to perform job function.
- (2) Experience in School Bus Transportation or related work..
- (3) Appropriate Driver's License.
- (4) Experience in computerized fleet maintenance.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Exhibit leadership skills. Positive interpersonal skills. Ability to communicate effectively. Understand budgetary and purchasing procedures. Knowledge of maintenance techniques. Organizational skills are essential. Understand and apply appropriate management skills.

#### REPORTS TO:

Director of Transportation

#### JOB GOAL

To provide the students and employees of Pasco County with the safest means of transportation at the lowest possible cost.

#### SUPERVISES:

Mechanics  
Shop Coordinators  
Transportation Maintenance Assistants  
Parts Specialist  
Parts Coordinator  
Assigned Transportation Maintenance Support Personnel

#### PERFORMANCE RESPONSIBILITIES:

##### Technical/Professional Knowledge

- \* (1) Develop and maintain a preventive maintenance program for all School Board-owned and operated motor vehicles.
- \* (2) Develop and maintain a formal system for the evaluation of all parts and materials used to maintain vehicles.
- \* (3) Develop the annual vehicle maintenance budget.
- \* (4) Specify, purchase, repair, and sell surplus buses, trucks, vans, automobiles, construction equipment, lawn care equipment, and other School System vehicles.
- \* (5) Coordinate accident investigations.
- \* (6) Supervise assigned personnel, conduct annual appraisals, and make

## **SUPERVISOR OF TRANSPORTATION MAINTENANCE (Continued)**

recommendations for appropriate personnel actions.

### **Communication**

- \* (7) Communicate effectively orally and in writing.
- \* (8) Use effective communication with department staff, District and school personnel.
- \* (9) Respond to inquiries and concerns in a timely manner.

### **Proactive Orientation**

- \* (10) Demonstrate initiative in the performance of assigned responsibilities.
- \* (11) Anticipate potential problems and design processes and procedures to address them.

### **Critical Thinking**

- \* (12) Identify strengths and weaknesses in garage operations.
- \* (13) Write and review transportation bid specifications.
- \* (14) Review and analyze data and information relative to transportation maintenance.
- \* (15) Use technology effectively.

### **Continuous Improvement**

- \* (16) Set high standards and expectations for self and others.
- \* (17) Develop and maintain a systematic program for the improvement and updating of skills of garage personnel.
- \* (18) Keep skills and knowledge up-to-date.

### **Facilitation**

- \* (19) Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment.
- \* (20) Facilitate problem-solving.

### **Managerial**

- \* (21) Implement a preventive maintenance program for all School Board-owned vehicles.
- \* (22) Maintain repair and service records on all School Board-owned vehicles.
- \* (23) Purchase vehicle fuel.
- \* (24) Supervise the equipment rental program.
- \* (25) Maintain fixed asset records of the transportation department.
- \* (26) Monitor budgets for assigned cost centers.
- \* (27) Prepare all required reports and maintain required records.

### **Constancy of Purpose**

- \* (28) Serve on committees related to job assignment.
- \* (29) Support the District's vision, mission, goals, and priorities.

**SUPERVISOR OF TRANSPORTATION MAINTENANCE (Continued)**

- \* (30) Serve as a district representative at emergency shelters as determined by the Superintendent.
- \* (31) Perform other incidental tasks consistent with the goals and objectives of this position.

**Decisiveness**

- \* (32) Make and share decisions in a timely manner.
- \* (33) Respond quickly in emergency situations.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities

Board Action \_\_\_\_\_  
Approved \_\_\_\_\_  
Revised 2/6/07