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.

SUPERVISSES:
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 ______________________