

JOB TITLE: TRANSPORTATION MAINTENANCE SHOP COORDINATOR

JOB DESCRIPTION:

This employee is responsible for the planning and supervising of daily garage operations including the repair and maintenance of all School Board owned and operated vehicles.

Duties of this position include but are not limited to:

1. Supervising the mechanics and assistants at that location.
2. Repairing and maintaining all gasoline and diesel powered equipment owned and operated by the School Board.
3. Ensuring that the inspection schedule is followed.
4. Ensuring that the preventive maintenance program is followed.
5. Inspecting repair work performed.
6. Maintaining a complete record of vehicles, repairs, parts usage, parts, and fuel inventory at all times.
7. Scheduling the work assignments of mechanics.
8. Evaluating garage personnel.
9. Assisting with formulating recommendations for employment, assignment, and termination of shop personnel.
10. Assisting in the evaluation of all parts and materials used to maintain vehicles.
11. Maintaining records and preparing required reports relevant to the operation of the garage.
12. Performing other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Functional literacy; ability to communicate effectively.
2. Five years experience in school bus maintenance or other fleet maintenance.
3. Thorough knowledge of automotive and heavy equipment mechanics.
4. Must be able to work effectively with all school personnel.
5. Demonstrated leadership and supervisory ability.
6. Appropriate valid Florida driver's license for vehicle(s) driven.
7. Demonstrated record of safe driving.

DESIRED QUALIFICATIONS:

1. Formal training in mechanical repair of transportation equipment.
2. Certification for general heavy duty mechanics as specified by the National Institute for Automotive Service Excellence.