

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### SUPERVISOR / COORDINATOR – VEHICLE SERVICES

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years experience in vehicle maintenance.
- (3) Extensive knowledge of diesel mechanics.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of federal, state and local regulations affecting maintenance standards for vehicles owned by the School District. Must have supervisory skills. Ability to organize and monitor. Knowledge of safety rules. Ability to assign and direct personnel.

**REPORTS TO:**

Supervisor of Transportation

<p><b>JOB GOAL</b></p> <p>To maintain a fleet of safe, operational buses and support vehicles as economically as possible for the School Board.</p>
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**SUPERVISES:**

Vehicle Mechanics

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force 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. 10**

**SUPERVISOR / COORDINATOR – VEHICLE SERVICES (Continued)****PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- \* (1) Assume responsibility for inspection of all School Board vehicles as required by law.
- \* (2) Supervise the performance of all mechanics.
- \* (3) Develop specifications for repair work beyond the capacity of the maintenance department.
- \* (4) Maintain records on each inspection and repair of each vehicle.
- \* (5) Develop a plan for phasing out vehicles which are no longer serviceable or fail to meet safety standards.
- \* (6) Maintain a perpetual inventory of supplies and equipment needed for vehicle repair.
- \* (7) Report, to the Director of Transportation, any negligent misuse of School Board vehicles and a procedure of accountability.
- \* (8) Provide all reports as required.
- \* (9) Organize and assist in inservice training of Vehicle Mechanics.
- \* (10) Interface with commercial insurance adjusters on estimates for repair of vehicles involved in accidents.
- \* (11) Requisition grease, oil, tires and repair parts and write specifications for bids.
- \* (12) Respond appropriately to all emergency situations.

**Employee Qualities / Responsibilities**

- \* (13) Supervise and interact with mechanics and other personnel.
- \* (14) Interface effectively with outside agencies.
- \* (15) Report to work punctually and regularly.
- \* (16) Display an appropriate work ethic and set an example for employees.
- \* (17) Follow department policies and procedures, all state laws and School Board policies.

**System Support**

- \* (18) Communicate well with Director of Transportation.
- \* (19) Maintain positive relationship with outside agencies.
- \* (20) Represent the School District in an appropriate manner.
- (21) Perform other duties as assigned.

\*Essential Performance Responsibilities