

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

TRANSPORTATION FLEET MAINTENANCE MANAGER

Required Qualifications:

- High school diploma or equivalent
- Minimum of Ten (10) years experience in the repair of gasoline and diesel engines
- Previous supervisory experience
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements or obtain CDL with proper endorsements within sixty (60) days of hire date
- Must possess a Bus Inspection Certification or obtain within one (1) year after hire date
- Medical Examination Report for Commercial Driver Fitness Determination

Desired Qualifications:

- Associates Degree
- Experience in management of a transportation budget in excess of \$10 million

Performance Responsibilities:

- Provide the director information about fleet maintenance needs in assisting the director with preparing the annual transportation operating and capital budgets
- Provide information to the director related to hiring, disciplinary actions and termination of fleet maintenance personnel assigned to the department
- Participate in confidential conferences, employee grievances and formal complaints with the director
- Advise the director in the evaluation of bids for repair parts, supplies and miscellaneous chemicals
- Supervise and evaluate all personnel who report to this position
- Responsible formation of on-going technician training programs and communicating concerns regarding fleet maintenance personnel to the director
- Assess vehicles and tools for determination of replacement
- Prepare specifications for purchase of new vehicles for the district
- Monitor the performance of vehicle technicians through ongoing open communications with the Shop Foremen
- Inform assigned personnel of responsibilities required by federal, state and local laws, rules, policies and practices
- Advise the director in the evaluation of bids for repair parts/supplies and miscellaneous chemicals

- Arrange repairs by contract vendors for district vehicles in accordance with approved bids
- Develop and maintain records necessary for efficient and cost-effective management of the Transportation Fleet Maintenance
- Arrange for members of the fleet maintenance staff to attend workshops or seminars designed to improve their efficiency and skills
- Work with diverse groups in a professional and courteous manner, and communicate effectively both orally and in writing
- Assist with any county emergency i.e. hurricane evacuation activities
- Supervise assigned personnel, conduct annual performance evaluations and make recommendations for appropriate employment action
- Maintain focus and attention
- Perform other duties as assigned by the Director of Transportation and/or designee

Physical Demands:

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 regularly or as needed to move objects

Reports to:

Reports directly to the Director of Transportation and/or designee

Evaluation:

Annual evaluation done by the Director of Transportation and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

78013

Board Approved: 10/25/22