

MARION COUNTY JOB DESCRIPTION

Position Title: Director of Vehicle Maintenance
Department: Garage
Reports To: Director of Transportation
Approved By: Marion County Board of Education Date: December 2010

SUMMARY: Keeps the district's cars and buses in such a state of operating excellence that they present no problems or interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Maintains the ability to diagnose, repair, rebuild and make all necessary adjustments on all vehicle systems.
Directs the work efforts of the mechanic trades personnel engaged in the maintenance and preservation of the school transportation and maintenance vehicles.
Performs monthly inspection on all vehicles.
Performs troubleshooting and repairs on district vehicles.
Inventory Management and Control; sets up and supervises receipt and issuance of parts and supplies.
Analyzes requirements and makes recommendations on schedule for preventative maintenance program for District vehicles and equipment.
Prepares and audits the preventive maintenance program for transportation and maintenance vehicles and maintains related records and reports on vehicle maintenance operations.
Accomplishes engine testing using specialized equipment.
Performs road testing to determine roadability.
Maintains a thorough knowledge and ability to repair components on all systems, including the ability to operate shop equipment.
Recommends replacement of equipment and materials for department.
Provides on-the-job training for mechanic trades personnel and bus drivers when Requested by Director of Transportation.
Maintains transportation Cost report

SUPERVISORY RESPONSIBILITIES: Oversees work of District bus mechanics

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCES: High school diploma or general education degree (GED).

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have a license for certified mechanic, drivers and CDL license.

OTHER SKILLS and ABILITIES: Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools. The employee must frequently lift and/or move up to 50 pounds such as bus parts and chemical containers. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical buses and equipment. The employee may frequently work with toxic or caustic chemicals such as petroleum products, degreasers, gases fumes, and sprays. The

employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually loud and occasionally very loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

FileName: Director, Vehicle Maintenance