

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. The noise level in the work environment is usually moderate.

REPORTS TO Director of Transportation

GENERAL RESPONSIBILITIES

1. Supervises and coordinates all aspects of bus inspections according to state statutes and maintains all vehicle service facilities for the District.
2. Coordinates parts budget formulation and routine expenditures for the Transportation Department as it pertains to the Service Department.
3. Supervises and coordinates all aspects of other district vehicles and their service facilities necessary to conduct an efficient cost effective preventive maintenance program.
4. Serves as a member of the Safe Driver Committee.
5. Coordinates fleet technology requirements with the technology department.

SPECIFIC RESPONSIBILITIES

1. Supervises and evaluates all employees assigned to the Transportation fleet.
2. Develops, schedules, and supervises all aspects of the vehicle preventive maintenance program for all school district repair sites according to state statutes. Assures that a state certified Inspector Trainer has all technicians to be state certified school bus inspectors and that their certification is current.
3. Supervises, coordinates, and directs the repair of all automotive equipment requiring either scheduled or unscheduled maintenance for all repair sites.
4. Supervises the inventory and schedules timely procurement of all repair parts, materials, and supplies necessary to conduct an efficient and cost effective preventive maintenance program for all repair sites.
5. Develops cooperative bids with the Collier County Fleet Department and the City of Naples insuring the best and lowest cost on vehicle repair parts, oil and lubricants, gasoline and diesel fuel, tires and related services and all other areas related to the transportation department for all repair sites.
6. Initiates and maintains administrative documents necessary to control, evaluate, and substantiate the maintenance program: including the automotive equipment and personnel supportive costs.

7. Utilizes all computerized fleet management programs.
8. Supervises all OSHA requirements that are generated by the District Safety Manager concerning areas such as MSDS sheets, etc.
9. Ensures that no unsafe vehicle is placed into operational service.
10. Initiates reports to the Director of Transportation of any vehicle that is uneconomical to repair based on age and mileage requirements.
11. Prepares bids for new vehicle purchase and vehicle replacement for the school district.
12. Enters all new school buses in the Internet School Bus Inventory as required by School Transportation Management Florida Department of Education
13. Assists Director in preparing surplus vehicle listing. Prepares all necessary paperwork for surplus items.
14. Manages all license and permit files necessary to the function of the department and the personnel therein and insures that such are current and up to date.
15. Performs other duties as assigned.