

POSITION TITLE: Manager I, Vehicle Maintenance

CONTRACT YEAR: Twelve Months

SALARY BAND: C

BARGAINING UNIT: ESMAB

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QUALIFICATIONS: Education – An earned bachelor's degree from an accredited institution.

Experience – Minimum of five (5) years of experience and/or training in the field related to the title of the position.

Special Qualifications – Preferred degree majors include Business Management or related field. Must possess extensive knowledge of vehicle and grounds equipment selection and repairs. Must display evidence of progressively more responsible related experience including five (5) years of recent supervisory experience in fleet maintenance operation. Must possess thorough knowledge of all federal and state motor vehicle safety standards. National certification in transportation fleet maintenance preferred. Bilingual skills preferred. Computer skills as required for the position.

DIRECT ACCOUNTABILITY: Assistant Director, Transportation Support Services

SUPERVISION: Directly or indirectly, all employees of The Vehicle Maintenance Department.

GOAL: To provide a standard of safety and efficiency for Board owned vehicles and grounds equipment at minimal cost to the Board.

ACCOUNTABILITY PROCEDURES: The Assistant Director, Transportation Support Services will assess the effectiveness of the Manager I, Vehicle Maintenance annually with respect to the performance of specific responsibilities.

PERFORMANCE RESPONSIBILITIES: The Manager I, Vehicle Maintenance shall

1. coordinate preparation of safety inspection and preventive maintenance schedules for Board owned vehicles and equipment.

2. monitor and supervise the preventive safety inspection and preventive maintenance programs.
3. monitor fuel and oil usage and breakdown reports requiring road service. Initiate corrective action, when necessary, to improve the utilization of fuel and oil and to prevent breakdowns.
4. monitor service efficiency of School Board owned vehicles and equipment and make recommendations on specifications so that more cost effective vehicles are purchased.
5. monitor inspection of vehicles and equipment to verify that quality work is being performed by the automotive mechanics and that the inspectors are following proper inspection procedures.
6. evaluate the most effective use of the vehicle maintenance budget and assist in the preparation of the annual budget.
7. plan, organize and supervise operation and maintenance of all Vehicle Maintenance facilities in a safe and efficient manner.
8. institute preventive maintenance programs to ensure maximum safety, economy and efficiency in Board owned vehicles and equipment.
9. coordinate evaluation of vehicles and equipment and recommend replacement schedules.
10. prepare and submit specifications for the purchase of new vehicles, grounds equipment and maintenance parts.
11. evaluate bids for vehicles, grounds equipment and maintenance parts as to specifications compliance.
12. formulate and recommend procedures and standards as to vehicle maintenance and operation.
13. practice safety continuously; ensure that a safe working area exists in all areas assigned to vehicle maintenance operations and ensure that all others under the supervision of the Manager I, Vehicle Maintenance follow the same safety practices.
14. perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County.

15. participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignments.
16. review current developments, literature and technical sources of information related to job responsibility.
17. ensure adherence to good safety procedures.
18. perform other duties required by Assistant Director, Transportation Support Services.
19. follow federal and state laws, as well as School Board policies.

Board Approved: 11/7/85 &
Adopted: 11/21/85

Realignment: 4/12/94

Realignment Title Change: 4/11/95

Revised: 4/23/96 &

Adopted: 5/21/96

Board Adopted: 12/16/03*

Revised: 10/25/2012

2012-2013 Organizational Chart