

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 0765  
Pay Grade: E07

FLSA: Exempt  
P/T/S

<b>VEHICLE MAINTENANCE SPECIALIST</b>
<b>REPORTS TO:</b> Director, Transportation
<b>SUPERVISES:</b> Support Staff
<b>QUALIFICATIONS:</b> Graduation from high school or possession of a GED plus special schooling and/or courses in vehicle maintenance; five (5) years extensive, practical experience in all types of vehicle repair, maintenance, and restoration; five (5) years experience in the supervision of mechanical and supporting personnel; experience in all phases of heavy vehicle maintenance; working knowledge of federal, state and local laws and regulations affecting minimum maintenance standards for vehicles owned by the Pinellas County School Board. Must possess and maintain a valid state of Florida commercial driver's license (CDL) class B to include "air brakes" and "passenger" qualifications. Must possess and maintain a Department of Education (DOE) school bus inspector certification.
<b>PREFERRED:</b> Bachelor's degree in business administration, management or related field. Five (5) years experience managing a large vehicle maintenance budget, a parts procurement, inventory and cost accounting process, and a multiple-location vehicle maintenance operation. Possess a thorough understanding of federal, state and local laws, rules and regulations for the management of fuel storage and dispensing operations.
<b>MAJOR FUNCTION</b>
Supervisory position with responsibility for planning, organizing, coordinating, directing, and evaluating all aspects of the effective and economical maintenance of all vehicles.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Establishes an effective, economical preventive maintenance program and maintenance schedules for all school buses and other vehicles</li><li>• Determines with the Vehicle Maintenance Coordinator and Foremen, that vehicle maintenance, repair and rehabilitation work is assigned to the proper mechanics with appropriate priorities, and in consideration of need and economics, that each vehicle is returned to operation in the quickest time practical</li><li>• Determines through personal supervision, that all maintenance, repair and rehabilitation of vehicle objectives are being achieved within established timelines</li><li>• Supervises the overall operation of all vehicle maintenance and repair shops</li><li>• Works with commercial insurance adjusters in arriving at estimates for repairs of vehicles that have been involved in accidents, including a determination that adequate reimbursement funds are provided</li><li>• Provides detailed specifications, as a basis for the purchase of vehicles, equipment and tools needed for the vehicle maintenance shops; and inspects newly-purchased vehicles, equipment and tools to determine that they fully meet such specifications</li><li>• Investigates the need and determines the type of new equipment to properly maintain Board-owned vehicles in accordance with state and federal regulations</li><li>• Determines the need for the purchase of oils, greases, tires and repair parts to meet the requirements for vehicle maintenance</li></ul>

## VEHICLE MAINTENANCE SPECIALIST

<b>ESSENTIAL RESPONSIBILITIES (Continued)</b>
<ul style="list-style-type: none"> <li>• Determines the need for additional schooling and on-the-job training of mechanics and other vehicle maintenance-associated personnel</li> <li>• Coordinates bus vehicle maintenance programs with school bus route schedules, considering the utilization of each unit for maximum efficiency and economy</li> <li>• Maintains records of all maintenance activities for all vehicles</li> <li>• Performs other related duties as required</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>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 established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
<p>ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; REVISED: 12/87 BMP: BOARD APPROVED: 1/13/88; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; ADDED PREFERRED: 9/04 AK; REVISED: (MQ's) 11/10 RAS; BOARD APPROVED: 1/11/11; REVISED FORMAT; PG, TITLE, RT, SUPERVISES: 03/18/16; BOARD APPROVED:</p>

## VEHICLE MAINTENANCE SPECIALIST

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Vehicle Maintenance Specialist – PTS