

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7438
Pay Grade: D13

FLSA: Non-Exempt

VEHICLE MAINTENANCE COORDINATOR

MAJOR FUNCTION:

Performs highly responsible lead supervisory work carrying out corrective and preventive maintenance, scheduling and vehicle repairs. Works directly with Foreman at various repair facilities to accomplish vehicle repairs in the most productive cost effective manner. Work is performed independently under general direction.

DUTIES AND RESPONSIBILITIES:

- Coordinates, plans and schedules major and technical vehicle repair work; maintains related records and prepares reports as necessary
- Monitors warranty repair assignments, parts availability and repair facilities to achieve the most effective and timely production
- Maintains daily log on location and status of each vehicle undergoing maintenance or repair
- Investigates complaints of service or repairs to determine and resolve the problem
- Makes recommendations for service facilities, tool requirements and manpower scheduling
- Recommends service training requirements involved with improved productivity
- Maintains up-to-date service information at all facilities relative to repairs performed, equipment maintenance and state inspection/service requirements
- Applies working knowledge of both diesel and gasoline engine repair/overhaul, driveline components and methods involving proper vehicle maintenance
- Evaluates repairs needed for a group of vehicles concurrently to achieve the most productive scheduling
- May be required to fill in for the immediate supervisor in his/her absence
- Performs related work as required

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED and four (4) years experience in the working operations of a vehicle maintenance department, two (2) of which must be in a supervisory capacity. Must Possess and maintain a valid State of Florida Class B commercial driver's license (CDL) to include "air brake" and "passenger" qualifications. Must possess and maintain Department of Education (DOE) school bus inspector certification.

ISSUED: 12/79 SSN; REVISED: 5/88 MW; BOARD APPROVED: 5/25/88; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED WC: 6/04 LM; REVISED: MQ'S 11/10 RAS; BOARD APPROVED: 1/11/11

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.

VEHICLE MAINTENANCE COORDINATOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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 keyboard to enter and transform words or data				X	
21. Using a video display terminal				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 Coordinator – NR