

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

TRANSPORTATION FOREMAN

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three (3) years of experience in diesel bus, truck or other motor vehicle repair and maintenance.
- (3) Valid Florida driver's license with good driving record, including a Florida CDL Class B with P & S endorsements, Class A preferred.
- (4) Satisfactory criminal background check and drug screening.
- (5) ASE certifications preferred. A minimum of two (2) ASA certifications must be earned within the first six months of employment and one (1) additional ASA certification must be earned prior to the end of the first year of employment. (Specific required certifications to be determined by the Transportation Supervisor.)

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively orally and in writing. Ability to schedule time, establish priorities and work efficiently. Knowledge of supplies and equipment utilized by the school system. Knowledge of construction trades. Knowledge of Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements related to assignment. Ability to supervise effectively. Ability to exercise independent judgment in assigned duties. Ability to operate and maintain maintenance vehicles.

REPORTS TO:

Supervisor of Transportation

JOB GOAL

To provide a safe, clean, well maintained buses and vehicles to provide dependable transportation to students in order to facilitate learning and achievement.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Supervises repairs and maintenance of all Okeechobee County School Board owned vehicles.
- * (2) Recruits and/or recommends the employment of, and assists with the evaluation of mechanics and shop personnel.
- * (3) Develop and manage a preventive maintenance program.
- * (4) Insures compliance with all federal and state statutes and school board policies pertaining to mechanical operation of school board owned vehicles.
- * (5) Maintains all inventory of all supplies and parts. Inventories and orders petroleum products, supplies, materials and parts.
- * (6) Assists with dispatching mechanics on service calls as necessary.
- * (7) Responsible for all recordkeeping and reporting requirements of all school board owned vehicles.
- * (8) Purchase and maintain inventory of all equipment, parts and materials in the department.

- * (9) Keeps the Transportation Supervisor abreast of buses/vehicles requiring major repairs, rolling repairs, parts and equipment needs, and total fleet readiness.
- * (10) Recommend equipment replacement.
- * (11) Perform related duties as assigned
- * (12) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (13) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (14) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (15) Ensure adherence to good safety standards.
- * (16) Maintain confidentiality regarding school/workplace matters.
- * (17) Model and maintain high ethical standards.
- * (18) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (19) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (20) Exercise service orientation when working with others.
- * (21) Keep supervisor informed of potential problems or unusual events.
- * (22) Use effective, positive interpersonal communication skills.
- * (23) Respond to inquiries and concerns in a timely manner.

System Support

- * (24) Exhibit interpersonal skills to work as an effective team member.
- * (25) Supervise assigned personnel, provide assistance, and conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (26) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (27) Demonstrate support for the school district and its goals and priorities.
- * (28) Assist in the development of the annual budget.
- * (29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (30) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (31) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.
Job Description Supplement 01

TERMS OF EMPLOYMENT:

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 those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

