

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Leadperson - Vehicle Repair

JOB CODE: 6081

DEPARTMENT: Facilities Operations/Transportation

PAY GRADE: 29 (B4)

DATE: 1/26/2007

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### **BASIC OBJECTIVES**

This position assigns, receives, inspects, trains and directs the work of repair and maintenance personnel assigned to a Miami-Dade County Public Schools (M-DCPS) Vehicle Maintenance Facility. The work involves assisting the Shop Foreperson to ensure the smooth and efficient operation of the repair/maintenance facility and to comply with inspection and preventative maintenance programs.

### **JOB TASKS/RESPONSIBILITIES**

1. Assigns the day-to-day work activities of repair and maintenance personnel; assigns, reviews, inspects and coordinates the work activities of vehicle mechanics, vehicle service mechanics, vehicle service attendants and other repair and maintenance personnel; assists in the diagnosis or repair of unusual or complex repair jobs.
2. Compiles information to prepare work orders and maintains other records or documentation as necessary to ensure implementation of and compliance with specific inspection and preventative maintenance programs.
3. Determines the type of repair procedures necessary to correct or repair malfunctions; may request necessary parts and materials; monitors the requisitioning and utilization of parts and equipment to ensure compliance with inventory management procedures.
4. Expedites all repairs and by continually monitoring the work of repair and maintenance personnel. Ensures that the operations office and Shop Foreperson are apprised of the status of vehicles in the shop.
5. Monitors the dispensing and utilization of fuel, oil and related supplies to ensure compliance with departmental policies and accounting procedures.
6. Inspects tools and equipment for serviceability and safety; maintains a clean and safe shop environment.
7. Conducts reinspection of vehicles assigned to the vehicle maintenance facility as required. Participates in the quarterly fleet inspections.
8. Oversees inspections of contracted school buses. Ensures compliance with State, Board and Department of Transportation (DOT) policies. Determines whether buses are safe to operate. Issues contracted bus decals.
9. May perform mechanical vehicle repair work as needed and for the purpose of training assigned personnel.

10. Instructs shop personnel in the proper use of shop tools and equipment, repair methods and techniques and enforces safety rules and regulations.
11. Participates and assists in assigned technical training programs, as directed, to keep current with leadperson-level skills and changing technology for diagnosing computerized vehicle systems and manufacturer's and/or Automotive Service Excellence (ASE) requirements.
12. Required to possess and maintain the required tools, as per the AFSCME contract tool list.
13. Performs other related work, as required or as assigned.

### **PHYSICAL REQUIREMENTS**

This is work which requires the following physical activities: sitting, standing, walking, bending, stooping, finger dexterity, grasping, feeling, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise, atmospheric conditions and oils. The worker is exposed to both indoor and outdoor environmental conditions. The work is performed indoors and outdoors. May operate buses and other motor vehicles to various locations, as required.

### **MINIMUM QUALIFICATIONS REQUIREMENT**

1. Written evidence of graduation from high school or equivalent.
2. Ability to read, write and understand oral and written instructions.
3. Acceptable written evidence of a minimum of six (6) years of diversified experience as a mechanic repairing heavy-duty trucks, buses or automobiles or three (3) years of such experience plus a successful completion of six (6) automotive or heavy-duty truck sections of the Automotive Service Excellence (ASE) certification.
4. The Office of Facilities Operations requires possession of a valid Florida CDL Class A driver's license. The Department of Transportation requires possession of a valid Florida CDL Class B license with a passenger endorsement. New hires and probationary employees have ninety (90) days to obtain license.
5. Satisfactory completion of a physical examination prior to hire date.

**Note:** This is an Omnibus Transportation Employees Testing Act (OTETA) monitored position. Employees with this job description may be required to drive or road test a motor vehicle weighing over 26,000 pounds, transport 16 or more persons, or carry hazardous materials.