

**TITLE:****Mechanic and Inventory Supervisor**

FLSA: Non-Exempt

**QUALIFICATIONS:**

1. High School Diploma or equivalent
2. Valid CDL Class B license or higher, with passenger and air brake endorsement
3. Valid certification as a school bus inspector
4. A minimum of 10-years' experience as a school bus mechanic
5. A minimum of 5-years' experience as a mechanic supervisor
6. At least 5-years' experience in parts and inventory
7. Current employment, in good standing, with the Sumter County School District
8. Alternate certifications or qualifications as the Board may deem appropriate

**REPORT TO:** Chief of Transportation or Assigned Supervisor**JOB GOAL:**

To maintain all District vehicles and inventory control in a safe and efficient manner

**PERFORMANCE RESPONSIBILITIES:**

\* Essential Performance Responsibilities

- \* 1. Comply with all state and local traffic laws and School Board policies and procedures relative to the safe operation of a school bus.
- \* 2. Supervise and assist mechanics at all district garage facilities as may be required.
- \* 3. Maintain current inventory of supplies and equipment for all garage facilities.
- \* 4. Ensure all inventory inspections are accurate and documented as required.
- \* 5. Maintain high standards of safety and good housekeeping methods in all work areas.
- \* 6. Ensure all required vehicle safety inspections are completed as mandated by DOT/FLDOE.
- \* 7. Assist in the recruitment, hiring and training of garage mechanics.
- \* 8. Perform other duties that may be assigned from time to time by the supervisor.

**PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; and talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:** Salary and benefits shall be paid consistent with the Districts approved compensation. Length of work year and hours of employment shall be those established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.