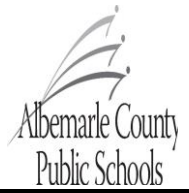




# OPPORTUNITIES IN ALBEMARLE COUNTY



## NOTICE OF VACANCY

### **Transportation Floor Supervisor**

Transportation Department

Pay Grade 12

Full-Time, 12 Months

The **Transportation Floor Supervisor** performs skilled mechanical work and routine administrative tasks; directly supervise the maintenance and repair of school division and general government owned vehicle and equipment assets; Assists subordinates in complex vehicle repair procedures; monitor and evaluate the performance of subordinate personnel; Perform duties as a substitute school bus driver as required, and other related duties as necessary. Essential functions include, but are not limited to the following:

- Plan, schedule and supervise mechanics engaged in the repair and maintenance of vehicles and equipment;
- Diagnose mechanical problems and inspect major vehicle repairs;
- Provide technical advice to subordinates and supervision alike;
- Evaluate vehicle assets, and make recommendations concerning retention and retirement based on costs to maintain and on performance;
- Assign bus assets to school bus routes;
- Assist mechanics with more difficult repairs;
- Evaluate subordinates;
- Confer with drivers to assist in the diagnoses of mechanical malfunctions;
- Participate in interviewing and hiring of new personnel;
- Quality check documentation;
- Assists in evaluating hazardous road conditions and make recommendation for school closings;
- Perform duties as a school bus driver when necessary and other related duties as required

**QUALIFICATIONS:** Graduation from an accredited four year high school or vocational program, and a minimum of 4 years experience working on diesel and gasoline powered vehicles; **SPECIAL REQUIREMENTS:** Satisfactory health conditions as certified by competent medical authority. Must demonstrate the ability to successfully complete the Virginia Education Department training curriculum for school bus drivers and obtain a Commercial Driver's License with appropriate school bus endorsements within the probationary period.

Thorough knowledge of the operating principals of diesel and gasoline engines and other motorized equipment; knowledge of school bus repair and maintenance; ability to accurately diagnose mechanical defects and develop cost efficient repair strategies; ability to supervise and evaluate the skills and performance of vehicle technicians engaged in vehicle repair and maintenance.

**PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:** Work is typically performed between an office setting and an open bay bus maintenance facility. Frequent bending, stooping and crawling to inspect on and under vehicles as necessary. Physically capable to lift 100 pounds, safety glasses and leather steel toed shoes are required to be worn, and must meet OSHA guidelines. Frequent contact with Floor Supervisor and with local government and school division personnel.

**SALARY:** Hiring Range: \$17.52 - \$21.03/per hour based on experience and education

*Internal candidates will receive pay adjustments in accordance with County School Board Policy, GCBA-R.*

**DEADLINE FOR APPLICATIONS:** Until Filled

### ***EQUAL EMPLOYMENT OPPORTUNITY***

*Albemarle County does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.*