

# Leon County Public Schools Classification Specification

Salary Grade 26

## Summary Information:

**Classification Title:** Manager, Vehicle Maintenance

**Date Prepared:** 04/2003

**FLSA Status:** Exempt

## Typical Decisions and Recommendations Provided to Others:

This position requires decision-making which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

## Activity Identification

### Activity Name

477	Acquisition Analysis - Vehicles and Support Equipment	Issue and evaluate bids for cars, trucks, other vehicles and support equipment.
071	Contract Negotiation	Prepare and negotiate contracts/agreements entered into with external agencies and/or vendors. This does <u>not</u> include grant contracts, labor contract negotiating, or bus contracts which are covered elsewhere.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).
442	Bus Accident Investigation	Investigate bus accidents. Coordinate insurance claims.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
223	Environmental Safety	Promotion and supervision of environmental safety.
322	Budget Monitoring	Monitor expenditure and revenue patterns and adjust the budget, as needed.

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### Activity Name (cont.)

001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
481	Inventory Control Audit	Conduct periodic, perpetual and/or annual inventory of materials, supplies, food, etc. in the warehouse or stockroom.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
228	State Reports	Compile statistics and prepare required state reports.
999	Assigned Duties	Perform other duties as assigned.

### General Classification Specification Factors:

**Education/Experience:** B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or High School diploma or equivalent with seven years related experience.

**Supervisory Responsibility:** Yes

**Type of Supervision:** Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

**Effective Date:** 7/1/2003

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### Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Developing Multi-year Strategic and/or Operational Plans</li> <li>• Developing Annual Budgets</li> <li>• Policy Development</li> <li>• Controlling Expenses</li> <li>• Coordinating Resources</li> <li>• Decision making</li> <li>• Delegation</li> <li>• Individual/group leadership</li> <li>• Interpersonal (working with groups)</li> <li>• Knowledge of Business/organizational systems</li> <li>• Negotiating and/or persuading others to take action</li> <li>• Promoting safety</li> <li>• Supervising, coaching and developing employees</li> </ul>		

Office Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Checking grammar/punctuation</li> <li>• Filing</li> <li>• Perceiving detail in checking information/forms</li> <li>• Reading comprehension (high school level)</li> <li>• Operating word processing software</li> <li>• Operating a computer terminal for data entry</li> <li>• Operating automated spreadsheet software</li> <li>• Scheduling appointments and/or travel</li> <li>• Taking and distributing messages</li> <li>• Taking dictation and meeting minutes</li> <li>• General mathematical - adding, subtracting, multiplying, etc.</li> </ul>		

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Accounting/finance</li> <li>• Advanced math - algebra, statistics, geometry</li> <li>• Architecture</li> <li>• Bookkeeping</li> <li>• Computer operations</li> <li>• Computer programming</li> <li>• Contract interpretation</li> <li>• Craft skills (electrical, etc.)</li> <li>• Drawing-figures/drafting</li> <li>• Engineering</li> <li>• Graphic arts</li> <li>• Landscaping</li> <li>• Good Judgment</li> <li>• Work standards</li> <li>• Integrity</li> </ul>		

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### Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> <li>Oral communication--exchanging or expressing ideas by means of the spoken word</li> <li>Presentations--transmitting information in a formal setting</li> <li>Foreign communication--using a language other than English to communicate in writing or orally</li> <li>Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc.</li> <li>Editing written documents for content</li> <li>Reading comprehension - understanding technical or scientific blueprints and charts</li> <li>Public speaking</li> </ul>		

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> <li>Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching</li> <li>Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder</li> <li>Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms</li> <li>Color - Match or discriminate colors</li> <li>Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)</li> <li>Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips</li> <li>Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)</li> <li>Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound</li> <li>Lifting - raising or lowering an object from one level to another (includes upward pulling)</li> <li>Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)</li> <li>Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)</li> <li>Reaching - extending the hands and arms in any direction</li> <li>Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people</li> <li>Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight</li> </ul>		