

***Duties and Responsibilities of Florida Department of Education  
School Bus Fleet Specialist  
(Program Specialist IV, Position 48000242)***

Contact: This position opening closes 5:00 p.m. EDT, August 29, 2008. Inquiries should be directed to Ronnie McCallister, Assistant Director of School Transportation, (850) 245-9795, or [Ronnie.McCallister@fldoe.org](mailto:Ronnie.McCallister@fldoe.org)

*The duties of the position outlined in the official position description include:*

1. The employee must be productive under tight timeframes, balance multiple and competing priorities and maintain goal-directed behavior and performance sometimes under stressful conditions.
2. The employee must interact courteously with others.
3. The employee's performance and behavior must demonstrate consideration of the workload concerns of others and must not negatively affect productivity and morale of the unit.
4. The employee organizes, arranges, and conducts training of school bus technicians, fleet managers, and parts personnel in school bus fleet preventive maintenance, diagnosis, repair, parts management, warranties, personnel management, and garage operations.
5. The employee provides technical assistance to school bus technicians, fleet managers, parts personnel, and others in school bus fleet preventive maintenance procedures, diagnosis and repair of school buses and component systems, parts acquisition and management, warranties and dispute resolution, environmental concerns, garage operations, fleet disposal, and other areas.
6. The employee performs and assists in studies and reviews of all aspects of garage operations and fleet maintenance.
7. The employee trains and tests applicants seeking certification as School Bus Inspector or School Bus Inspector-Trainer under the Florida Department of Education's school bus inspectors certification program and assists as requested in other aspects of the program.
8. The employee assists in performing safety compliance reviews of local school district and charter school programs relating to school bus fleet condition and inspection.
9. The employee coordinates notifications to school districts and other clients of critical manufacturers' safety recalls and the manufacturers' and districts' follow-up to ensure completion of specified repairs.
10. The employee performs other tasks as assigned.