

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SUPERVISOR-TRANSPORTATION SHOP

DEFINITION:

Under the direction of the Manager-Transportation, organize and direct the activities and operations of the vehicle maintenance division of the transportation department; maintain an effective preventive maintenance program for buses and other automotive equipment; perform skilled repairs; maintain inspection and repair records; serve as liaison with the Highway Patrol bus inspection program; train and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and direct the activities and operations of the Vehicle Maintenance division of the Transportation Department; participate in the development and implementation of departmental policies and procedures.
- Maintain an effective preventive maintenance program for buses and other automotive equipment.
- Evaluate work load and establish mechanic work schedules and job priorities; determine supply and equipment needs for repair jobs; provide technical assistance to mechanics; order parts as needed; maintain inventory control.
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Inspect, test drive and diagnose vehicles to determine type and extend of repairs needed; perform skilled repairs; perform complex mechanical and electrical work in the maintenance and repair of school buses and other automotive equipment.
- Prepare and maintain a variety of reports, records and files related to assigned activities and personnel; maintain time and material records for maintenance and repair jobs including vendor-performed repairs to assure quality control.
- Conduct site safety inspections; communicate with staff and school districts regarding various vehicle maintenance and repair services or needs.
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; serve as liaison with State Highway Patrol bus inspection program.
- Operate a variety of vehicle maintenance and repair tools, machines and equipment; drive a vehicle to various sites conduct work.
- Attend a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and four years' experience as a mechanic including some experience supervising a shop staff.

Licenses and other Requirements

- Valid California Class B driver's license with passenger endorsement.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.
- Valid Forklift Certification to be obtained within sixty days of employment.

- Valid medical examiner's certificate issued in accordance with the Motor Carrier safety regulations of the Department of Motor Vehicles.

Knowledge of:

- Operation of a fleet repair shop.
- Methods, materials, tools and equipment used in the maintenance and repair of school buses and automotive equipment, body repair and paint.
- Preventive maintenance methods for fleet equipment.
- Safe driving practices.
- Shop safety.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Organize and direct the activities and operations of the Vehicle Maintenance division of the Transportation Department.
- Maintain an effective preventive maintenance program for buses and other automotive equipment.
- Perform skilled repairs including body and frame work and painting vehicles.
- Inspect and diagnose mechanical defects.
- Estimate cost of repairs.
- Use tools and diagnostic electronics.
- Train and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Vehicle and equipment repair shop environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Pulling, pushing, lifting and carrying heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate power tools and equipment.
- Seeing to observe and perform repairs.

- Hearing and speaking to exchange information.

Hazards:

- Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
- Working in a cramped or restrictive work chamber.
- Working around or with machinery having moving parts.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 9/1/06

Board Approved: 10/16/06

FLSA Status: Exempt

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