

JOB DESCRIPTION
DIRECTOR OF VEHICLE MAINTENANCE

Board Approved March 12, 2014

GENERAL RESPONSIBILITIES:

The Director of Vehicle Maintenance is a twelve (12) month, part time position, limited to an average of four (4) hours per work day. Additional hours may be authorized by the Superintendent of Schools, as needed. The Director of Vehicle Maintenance is responsible for keeping all district buses, tractors, lawn equipment and school vehicles safe, functional and in good repair in accordance with state and local codes, policies, and standards.

Qualifications:

- Post-secondary training in vehicle maintenance and/or mechanics relevant to district vehicles.
- Be able to work and interact with all other school personnel and students in a cooperative, collaborative and courteous manner.
- Demonstrates the knowledge and ability to safely and effectively perform the required essential duties and responsibilities.

Essential Duties and Responsibilities

- Develop and maintain a maintenance schedule on buses, tractors, lawn equipment and school vehicles.
- Perform repairs as needed on buses, tractors, lawn equipment, and school vehicles.
- Schedule repairs with outside facilities as needed.
- Order through established procedures, parts and related supplies.
- Prepare new bus drivers for examinations.
- Maintain all state and local paperwork on the bus fleet as required.
- Ensure the bus fleet passes state and local inspections.
- Maintain the shop and bus bays in a safe and orderly fashion.
- Assist in bus route design.
- Be on duty as needed when buses are out on routes.

The Director of Vehicle Maintenance is a part time, twelve (12) month classified (at-will) position.

Direct Supervisor of the Director of Vehicle Maintenance is the Superintendent of Schools.

Performance of this position will be evaluated annually by the superintendent of Schools or his/her designee.