

TRANSPORTATION SUPERVISOR/FLEET MAINTENANCE

Definition

Under the direction of the Director of Transportation, supervises the repairs of all District vehicles to assure safety and efficiency in the fleet as a classified manager.

Essential Duties

1. Supervises and evaluates and assists all shop personnel;
2. Assists in preparation of annual budget;
3. Purchases all transportation and automotive supplies and equipment from vendors;
4. Schedules all District equipment for necessary repairs and preventative maintenance;
5. Coordinates inspection and implements regulations pertaining to all vehicle maintenance and shop maintenance records required by law;
6. Performs other duties as directed;
7. May be required to make repairs on vehicles and to drive bus as needed.

Required Qualifications

Knowledge of:

1. California Motor Vehicle Code pertaining to the operation of vehicles;
2. Estimating repairs, ordering parts, fuel and supplies;
3. Supervising a transportation maintenance facility and staff;
4. Large vehicle maintenance.

Ability to:

1. Manage people effectively while maintaining confidentiality;
2. Plan and implement a preventative maintenance program;
3. Assign, supervise and evaluate the work of others;
4. Diagnose equipment defects and the appropriate method of repair;
5. Write vehicle bid specifications;
6. Provide mechanical in-service training to transportation staff;
7. Work cooperatively with others;
8. Be on call and carry a pager or two-way radio;
9. Assume Director's duties in an absence.

Experience:

At least five years of full time experience as a journeyman mechanic; or having served as mechanic in a school transportation system. Previous supervisory experience is desirable.

License:

1. Valid Class A or B-P, California Driver's License; Special Driver's Certificate for school bus.
2. Valid DL-51 medical examination.

Desirable Qualification:

Valid California School Bus Driver Instructor Certificate with no restrictions.

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hand and arms. Specific vision abilities required by this job include close vision, distance vision, and color vision. Some driving is necessary.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.