

TRANSPORTATION MAINTENANCE SUPERVISOR



Transportation Department

Purpose:

The Transportation Maintenance Supervisor ensures the safety and operability of District vehicles by directing the maintenance and repair of busses, trucks and other motorized vehicles.

Reports to: Administrator for Transportation

Nature & Scope:

The Transportation Maintenance Supervisor performs work of a recurring nature under general supervision. The nature of the work requires adherence to established policies, procedures and regulations. The work requires regular independent judgment and coordination of the work of several District employees. The incumbent interfaces with District leadership, school administration and staff and outside professionals. The incumbent supervises several direct reports within the Transportation Department.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Plans, supervises and directs the maintenance and repair of the District's vehicle fleet, including busses, trucks and other heavy-duty vehicles.
3. Organizes and directs the work of transportation maintenance and repair personnel, including coordinating assignments, scheduling work, ensuring the timely completion of tasks, and conducting employee evaluations.
4. Schedules routine vehicle maintenance, including preparing work plans and cost estimates and ensuring work complies with established standards and procedures.
5. Ensures adequate supplies of parts, fuel and other necessary equipment.
6. Makes accurate assessments of required materials and time necessary for repair and maintenance functions.
7. Responds to technical questions concerning vehicle maintenance and repairs; consults with appropriate vehicle manuals and computer-based vehicle maintenance programs.
8. Prepares and maintains accurate records and other documentation, including repair histories, inventory records, safety inspections and maintenance reports.
9. Coordinates warranty repairs with vehicle dealers, ensuring that repair costs are covered and necessary paperwork is accurately processed.

10. Develops and implements employee training programs, ensuring personnel are knowledgeable about the proper use and care of equipment, established methods and standards of vehicle maintenance and repair, and proper safety practices.
11. Determines specifications for public bids on vehicles, equipment and supplies.
12. Manages District vehicle replacement plan, including the development of specifications for the purchase of replacement busses.
13. Approves all maintenance and repair invoices and ensures their accuracy.
14. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
15. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess Bachelor's Degree in related field.
2. Must possess three years' leadership/supervisory experience in vehicle maintenance.
3. In lieu of #1 and #2, must possess seven years equivalent combination of education and experience necessary to perform the job functions.
4. Must possess or be able to obtain a valid Oregon commercial driver's license with passenger endorsement.
5. Must possess or be able to obtain a valid Oregon school bus driver certification.
6. Must possess excellent written and oral communications skills.

Working Conditions:

The Transportation Maintenance Supervisor both indoors and outdoors. The incumbent will be regularly exposed to odors, fumes, dirt, dust, power tools, greases, oils and solvents. Other potential hazards include but are not limited to communicable diseases, sharp objects, electrical and/or motorized equipment and slippery surfaces. The incumbent must be able to stand, walk, sit, push, pull, bend, stoop, kneel, reach, write, speak and hear. Lifting, carrying, pushing and pulling of objects will be required. The work requires the ability to drive a large motor vehicle.

Work Year: 12-month

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: November 26, 2018

Date Revised: November 26, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.