

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: VEHICLE MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director-Transportation , organize and direct the maintenance, repair and servicing of school buses, District vehicles and other gas, diesel and alternative-powered automotive equipment; coordinate hazardous waste disposal activities according to established local, State and District policies, procedures and regulations; supervise the operation of the Vehicle Maintenance Program; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the day-to-day vehicle maintenance and repair activities of school buses, District vehicles and grounds equipment; participate in the development and implementation of departmental policies and procedures.

Assign, supervise and inspect major and minor mechanical repairs on buses and other equipment; estimate job costs and maintain accurate records.

Determine priority of work orders and assign work to staff; plan, organize and schedule work flow as assigned; determine repair and recommend replacement needs according to established procedures; inspect and assure timely completion of work.

Develop, implement and maintain current preventive maintenance program.

Coordinate hazardous waste disposal activities according to established local, State and District policies, procedures and regulations.

Maintain accurate records, shop manuals, parts catalog, inventories of parts, supplies and other materials.

Maintain department equipment and parts inventory for appropriate stock levels; assist in developing specifications for automotive or shop equipment; perform assorted product performance tests and make recommendations for purchase as necessary.

Establish and enforce safety regulations; plan and conduct in-service training programs as directed.

Operate a computer terminal to input and maintain records and prepare related reports, including fuel usage and tax reports, inventory, field trip vehicle availability and others. E

Administer the Storm Water Pollution Protection Plan (SWPPP).

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Conduct environmental monitoring and water sampling as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern methods, materials and practices used in the repair of a variety of automotive equipment, machines and tools.

Provisions of laws and codes relating to automotive maintenance and operation of pupil transportation equipment.

Gas and electric welding equipment, assorted machining tools, assorted tire equipment, cleaning equipment, alignment equipment, test equipment, standard shop tools and garage equipment.

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:

Coordinate, supervise and participate in the repair and servicing of school buses, vehicles and other equipment.

Evaluate quality of work performed by subordinates.

Coordinate hazardous waste disposal activities according to established local, State and District policies, procedures and regulations.

Observe legal and defensive driving practices.

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.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent supplemented by college or trade school coursework in vehicle maintenance repair. College-level course work in general education or business administration is desired.

Experience: Five years of journey-level automotive or diesel maintenance and repair including one year in a senior or lead position.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class A or B driver's license.

Valid California Special Driver's Certificate with zero restrictions, which requires a valid First Aid Certificate or ability to obtain within one year.

Valid Medical Examiner's Certificate.

Ability to pass A.S.E. Heavy Duty Brake and School Bus Repair certification if requested.

WORKING CONDITIONS:

ENVIRONMENT:

Office and shop environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

Bending at the waist to perform inspections

Dexterity of hands and fingers to operate a computer keyboard.

HAZARDS:

Working around and with machinery having moving parts.