# SUPERVISOR FLEET MAINTENANCE

## Purpose Statement

Under the direction of the Director of Transportation, plan, supervise, develop and perform journey -level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of district vehicles. Develop and monitor required inspections of school buses and other district vehicles. Train and evaluate assigned staff. Assure shop operations run in a timely manner. The Fleet Maintenance Supervisor is responsible for ensuring safe operating conditions including advising/leading/ others, assigning work, interfacing/coordinating with other departments and agencies; determining needed repairs and/or replacements on district vehicles; performing required repairs and preventive maintenance and providing written documentation of repairs to meet district, state and federal requirements.

## Essential Functions

- Plans, supervises, develops and performs journey- level mechanical work in the inspection, diagnosis, repair and maintenance of all district vehicles, heavy equipment, electrical components and safety systems assures shop operations run in a timely manner
- Advises/leads/oversees others for the purpose of ensuring safe operating conditions
- Trains and evaluates the performance of assigned staff. Assists in the interview/selection of transportation employees
- Supervises required inspections of vehicles and equipment (i.e. buses, automobiles, trucks, tractors, etc.) for the purpose of adhering to a preventive maintenance schedule and ensuring compliance with safety inspection standards/requirements
- Diagnoses vehicle malfunctions for the purpose of determining required repairs and/or replacements
- Develops and verifies work list of the mechanical maintenance and repair of all district vehicles. Supervises and installs vehicles systems/components (i.e. tires, starters, alternators, filters, etc.) for the purpose of ensuring the availability of equipment in safe operating condition
- Assists in the development of partnering with outside local agencies with fueling, vehicle maintenance and use of the bus wash, supervises and prioritizes work orders for the maintenance projects on district and outside agency vehicles and communicates with other departments and agencies to facilitate repairs, estimate costs and labor required for repairs
- Oversees the inventory and purchase of needed parts, supplies and fuel; communicates with vendors; prepares and maintains a variety of records, reports, purchase orders and files related to assigned activities and personnel; maintains files and records (i.e. maintenance logs, inspection logs, service records, CHP inspection reports, etc.) for the purpose of providing an up to date reference and audit for trail compliance
- Troubleshoots difficult diagnostic problems as needed; reads and interprets schematics and diagrams; operates a variety of specialized electronic diagnostic equipment and machinery; operates a variety of office equipment including a computer
- Supervises and performs minor body work (i.e. front ends, fenders, paint, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs road tests on all vehicles for the purpose of ensuring that vehicles are in safe operating order
- Develops and organizes shop area, equipment and materials in a safe, clean and orderly manner; assures compliance with health and safety regulations
- Researches information (i.e. products, tools, etc.) for the purpose of securing parts/equipment within budget and/or providing recommendations for purchases
- Responds to road calls for the purpose of performing emergency repair work in the field, installing chains and/or having the vehicle towed
- Provides research and input to the Director of Transportation on grants pertaining to transportation
- Keeps current with ANSI codes and standards and new laws/regulations regarding environmental, bus, shop, and building
- Other duties as assigned

**Job Requirements & Skills**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: none specified.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. High level of computer skills is needed including being well versed in different digital video camera systems and ability to manipulate raw digital video.

ABILITY to plan, oversee and perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of District and partnering agency vehicles. Develop shop policies and procedures. Coordinate the work of all garage staff. Schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Operate a variety of office equipment including a computer. Establish and maintain cooperative and effective working relationships with others including working with site administration in regards to student bus behaviors. Maintain confidentiality regarding sensitive employee and student issues. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant.

**Responsibility**

Responsibilities include working independently under broad organizational policies to achieve organizational objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 40% walking, and 50% standing. Requires some on-call responsibilities for weekends and holidays The job is performed under with some temperature extremes and some hazardous conditions.

**Experience**

Job related experience with increasing levels of responsibility including extensive management and mechanical experience

**Education**

AA/BA or equivalent Technical training or experience

**Required Testing**

Successful Completion of Pre-Employment Process

**Additional Qualifications**

Ability to travel to other sites/locations

**Continuing Education/ Training**

Training attendance at workshops as appropriate

**Certificates & Licenses**

Valid Drivers License
State Board Welding Certificate Preferred

**Clearances**

DOJ/FBI Fingerprint Clearance
TB Clearance
Drug Screening

**Supervision**

Director of Transportation

**Salary Grade**

Range 104

**Work Year**

227 Days