

SUPERVISORY JOB DESCRIPTION

MECHANIC SUPERVISOR

JOB SUMMARY:

Under general direction of the Fleet Maintenance Manager, assists in the operation of the District vehicle maintenance shop. Allocates work to mechanics and supervises work production. As a working supervisor, participates in the maintenance and repair of all District vehicles. Assists in the review of all work performed by District mechanic personnel. Committed to teamwork and collaboration to provide optimum services for students, staff, and community.

ESSENTIAL JOB FUNCTIONS:

- Supervises and evaluates assigned mechanics.
- Maintains continuity of shop operation in the absence of the Fleet Maintenance Manager.
- Assists with shop office administration, including computerized maintenance programs.
- Maintains close liaison with and provides information to the Transportation Operations Supervisor regarding the operational status of vehicles.
- Ensures compliance with vehicle maintenance regulations published by the California Highway Patrol, the California Departments of Education and Transportation, and applicable OSHA and environmental regulations.
- Coordinates with California Highway Motor Carrier Officers for Quarterly Scheduled Annual Inspections.
- May coordinate with vendors, contractors, and manufacturers for repair parts, shop supplies, petroleum products, and warranty claims.
- Must have basic knowledge of purchasing and maintaining a parts inventory.
- Must have knowledge of CARB Smog and Diesel Opacity Regulations.
- Performs skilled mechanic duties.
- Examines vehicles for needed repairs and maintenance.
- Prepares estimates of the cost of repairs.
- Inspects work completed by mechanics.
- Recommends priorities for repairs.
- Provides training and guidance for mechanics.
- Ensures that equipment service and historical records are maintained.
- May serve as a school bus driver.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of the principles of leadership, supervision, automotive systems, diesel engine operation, and heavy vehicle maintenance and repair. Evidence of successful experience as a journeyman level mechanic is required.
- Ability to plan and supervise the work of others; keep records and prepare reports; control inventory; use standard office machines, computers, and two-way radios.

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- Two years' experience in fleet supervision or vehicle maintenance management. Experience in student transportation is desirable.
- Education requirement of an Associate Arts (AA) degree from a recognized college or university in business, fleet maintenance, or transportation is preferred. A high school diploma and a combination of experience and training that demonstrates equivalent knowledge and abilities may be accepted in lieu of an AA degree. Possession of or ability to obtain a California Class B Commercial Driver's License, California School Bus Driver's Certificate, and a Medical Examiner's Certificate.
- Must have experience in repair and maintenance of various engine configurations. Including, but not limited to: Detroit Diesel 6.2, 6.5, and 8.2 Fuel Pincher – Caterpillar 3116, C7, and C7 Electronic – General Motors 5.3, 5.7, 6.0 Gasoline and Propane – General Motors 6.2, 6.5, 6.6 Duramax Diesel – Cummins 5.9, 8.3 C, ISB, ISC, ISLG – John Deere 6.8 and 8.1 Natural Gas – Ford 4.9, 5.0, 5.4, 5.8, 6.8 Gasoline and Propane – International DT360, T444E, DT466 Diesel.

Supervisory Salary Schedule: Range 22

BOARD APPROVED: 11/14/00

REVISION DATES: 10/23/14