

TRANSPORTATION SHOP SUPERVISOR

Purpose Statement

The position of Transportation Shop Supervisor is responsible for overseeing the maintenance of the district's vans, buses, vehicles, and related equipment in such a state of operating readiness that supports no disruptions to the educational program. The Transportation Shop Supervisor manages the staff and operations of the transportation shop, maintains accurate records of the shop operation, and manages shop finances appropriately and within the set parameters. This includes determining needed repairs and/or replacements of district vehicles, overseeing required repairs as well as the methods and expectations for staff making such repairs, preventive maintenance, and providing written documentation of repairs to meet district, state, and federal requirements.

Essential Functions:

- **Administers** transportation program (e.g., budget, purchasing, stock inventory, accountability, etc.) for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- **Assesses** incidents, complaints, accidents, and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- **Communicates** with State transportation inspectors and other regulatory agencies for the purpose of meeting state and federal regulations.
- **Coordinates** preventative vehicle maintenance programs for the purpose of maintaining vehicles in a safe operating condition.
- **Coordinates** with vendors to supply parts, equipment, tools, and equipment repairs on an as needed basis.
- **Establishes** a climate within the areas of responsibility conducive to appropriate conduct, performance, attitude, job satisfaction, and service orientation.
- **Evaluates**, supervises, and provides lead direction to mechanics and other assigned staff for the purpose of carrying out objectives relative to all areas of the work (e.g.: assigns work, establishes expectations for the work, designs shifts, evaluates staff, directs staff, disciplines staff, etc.)
- **Documents** and tracks vehicle status, purchasing, inventory and supplies using web-based programs and Microsoft software including Outlook, Word, and Excel
- **Maintains** records of repairs, costs, vehicle warranties, etc. for the purpose of documenting required information and meeting federal and state requirements.
- **Maintains** the electronic fueling system (e.g., inspecting, repairing, servicing, programming fuel keys, etc.) for the purpose of ensuring efficient and secure operation.
- **Maintains** vehicle systems (GPS, camera, etc.) to ensure efficient, safe, and reliable transportation for district need.
- **Oversees** inspections and diagnosis of potential vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements

- **Oversees** shop personnel (e.g., hiring, training, directing, discipline, evaluation, etc.) for the purpose of ensuring all staff are meeting district expectations.
- **Prepares** a variety of documents (e.g., annual budget, repair/maintenance records, evaluations, directives, discipline, etc.) for the purpose of providing written support and/or information to comply with regulating guidelines.
- **Provides** training opportunities for district shop personnel for the purpose of continuing education and building a more proficient shop.

Other Job Functions:

- **Assists** other district personnel as may be required for the purpose of supporting them in the completion of collaborative district needs.

Essential Job Requirements – Qualifications:

Skill, Knowledge, and/or Abilities Required:

SKILLS to perform single, technical tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include maintaining gas, diesel, and alternative fuel engines; operating hand and power tools; operating standard office equipment including using pertinent software applications; adhering to safety practices; and preparing and maintaining accurate records.

KNOWLEDGE 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 solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes vehicle repairs; safe working methods and procedures; diagnostic equipment; and diesel engines.

ABILITY to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility 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. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; and meeting deadlines and schedules.

Education and Experience Required: High School Diploma or equivalent. Four years of prior related experience involving buses, heavy equipment, diesel engines, air brakes, etc., with major experience performing journeyman level work or ability to display proficiency. Experience maybe substituted by successful completion of two years diesel and heavy equipment technology trade school and two years recent related working experience.

Licenses, Certifications, Bonding, and/or Testing Required: Valid Class A or B Commercial Driver’s License (CDL) with air brake, passenger, and school bus endorsements (Class B CDL training is provided by the district) and evidence of insurability, Criminal Justice Fingerprint Clearance, DOT Drug Testing Clearance, First aid and CPR Certificate.

Passing a DOT physical exam is required upon hire and yearly thereafter. Must submit to a pre-employment drug screen and participate in DOT random drug/alcohol testing

Must have driving record free of traffic violations and accidents.

SUMMARY OF PHYSICAL DEMANDS RATINGS

JOB TITLE: Transportation Shop Supervisor

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

NP = Not Present - Does not exist

S = Seldom - Under 5% of Workday

O = Occasionally - Up to 1/3 of the time

F = Frequently - From 1/3 to 2/3 of the time

C = Constantly - 2/3 or more of the time

1. STRENGTH:

A. Standing	60%
Walking	30%
Sitting	10%
B. Lifting	F 75 lbs.
Carrying	F 50 lbs.
Pushing	F 60 lbs.
Pulling	F 100 lbs.

2. CLIMBING	F
BALANCING	F

3. STOOPING	F
KNEELING	O
CROUCHING	F
CRAWLING	O

4. REACHING	C
HANDLING	C
FINGERING	F
FEELING	O

5. TALKING:	
Ordinary	F
Other	NP

HEARING:	
Conversations	F
Other Sounds	C

6. SEEING	
Acuity, Near	F
Acuity, Far	F
Depth Perception	F
Accommodation	F
Color Vision	NP
Field of Vision	NP

7. PHYSICAL DEMANDS RATING SUMMARY: Heavy Work: (2) (3) (4) (5) (6)
(DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parenthesis)
8. PHYSICAL DEMAND COMMENTS: Examples of lifting/carrying/pushing/pulling are when changing tires, repairing engines (note that lifting/pushing/pulling may be up to or in excess of 100 lbs. for brief periods of time); climbing/balancing are ingress/egress from bus; stooping/crouching are lubricating engine; reaching/handling/fingering are under dashboard, under bus, tools, wiring, nuts, bulbs; talking/hearing are conversations, engine noises, air leaks; seeing are driving, repairs, wiring.

SUMMARY OF ENVIRONMENTAL CONDITIONS RATINGS

JOB TITLE: Transportation Shop Supervisor

The following analysis represents evaluation of the surroundings in which the job is performed. Environmental Conditions must by definition be specific and related to the job.

Key to Environmental Factors Rating:
NP = Not Present in the Job Environment
S = Seldom - Under 5% of Workday
O = Occasionally - Up to 1/3 Time
F = Frequently - From 1/3 to 2/3 Time
C = Constantly - 2/3 or More Time.

1. ENVIRONMENT:

Inside 90% Outside 10%

Comments Regarding "Inside/Outside work site location" = Working in garage

2. EXTREME COLD NP

3. EXTREME HEAT NP

4. WET/HUMID S

Comments Regarding "Wet and/or Humid Conditions" = Clean-up, maintenance

5. NOISE (IN DECIBELS) 120 decibels

VIBRATION S

Comments Regarding "Noise" = Engines

Comments Regarding "Vibrations" = Impact wrench for tires

6. HAZARDS:

Mechanical F

Explosives NP

Electrical S

Radiant Energy NP

Burns O

Other Hazard/s S

Comments Regarding "Mechanical Hazards" = Engines

Comments Regarding "Electrical Hazards" = Wiring

Comments Regarding "Burn Hazards" = Hot engines, welding

Comments Regarding "Other Hazards" = Slipping on wet surfaces

7. ATMOSPHERIC CONDITIONS:

Fumes C

Mists NP

Odors C

Gases S

Dusts O

Poor Ventilation NP

Other Atmospheric Hazards NP

Comments Regarding "Fume Exposure" = Diesel/gas engines

Comments Regarding "Odor Exposure" = Diesel/gas engines

Comments Regarding "Gases Exposure" = Shop area

Comments Regarding "Dust Exposure" = Dirt, dust in shop area

8. PROTECTIVE CLOTHING - DEVICES: Safety glasses, welding gloves, hood/shield, coveralls, steel toe boots
9. E. C. SUMMARY: Inside and Outside Work 2 3 4 5 (6) (7) Numbers encircled by () indicate significant involvement of factors enumerated and rated above.