

Wentzville R-IV School District
Position Description
Locator: 7.02

Position Title: Fleet Maintenance Supervisor

Reports To: Director of Transportation

SUMMARY

The Fleet Maintenance Supervisor provides day-to-day management and supervision of the school bus maintenance garage; ensures that school buses are properly maintained in order to minimize lost time and maximize the value of the District's investment, and provide a safe and efficient transportation system for the Wentzville R-IV School District. This is a highly involved position with work performed within the general guidelines set by the Director of Transportation, with leeway granted for the exercise of independent judgment. The Supervisor is responsible for making recommendations for hiring, as well as the evaluating of technicians for vehicle specifications, for vendor selection, and for fuel/parts procurement.

QUALIFICATIONS/REQUIREMENTS

The Fleet Maintenance Supervisor shall have earned a high school diploma or its equivalent, must possess, or have the ability to obtain, a valid CDL license with passenger, school bus and hazardous materials endorsements. A minimum of five (5) years experience in management of motor vehicle maintenance is preferred. Substantial experience in purchasing, safety and fleet maintenance tracking software and inventory control is highly preferred.

ESSENTIAL JOB DUTIES

- Supervises and coordinates maintenance of school bus fleet and other District-owned highway-use vehicles.
- Develops and implements preventive maintenance program for all vehicles under his/her supervision.
- Supervises shop employees and develops and implements a safety program for them addressing safety hazards.
- Develops and implements a system for recording vehicle maintenance history and operating costs.
- Contribute to the development and implementation of an efficient department annual budget.
- Works in conjunction with the Director of Transportation in the bidding process for the purchase of school buses, parts, fluids, and equipment.
- Supervise and implement District purchasing procedures as outlined by the Business and Purchasing Department.
- Implement and manage effective inventory control systems.
- Maintain accurate and effective electronic reporting procedures.
- Advise the Dispatcher and/or Assistant Director when buses are out of service.

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- Gives technical advice and assistance to mechanics on difficult and complex jobs and operates as a working mechanic when needed to complete work in a timely manner.
- Keeps the tools and machinery of the transportation system in a safe, organized manner.
- Tracks fuel purchases, distributions, and prepares reports for regulatory agencies regarding the District's underground fuel storage tanks.

REQUIRED ABILITIES AND SKILLS

- Demonstrates comprehensive knowledge of the standard practices and tools of the automotive mechanic trade; working knowledge of business practices applicable to garage management; ability to develop and administer a long-range preventive maintenance program; and ability to plan and supervise the work of journeyman automotive mechanics and fuelers.
- Has the ability to get along well with others and use good administrative judgment.
- Has the ability to perform major overhauls of vehicle assemblies, such as motors, transmissions, brake systems, electrical systems, and axles, on both gas and diesel fueled systems.
- Makes minor repairs
- Provides input and support in following plans, implementation and evaluation of a preventative maintenance program for District vehicles.
- Completes appropriate records/paperwork.
- Performs analysis and identifies cause of malfunctioning equipment.
- Performs equipment tear down; cleans and installs new parts.
- Trains/informs District personnel on the correct usage, care and safety procedures of transportation equipment.
- Supervises and coordinates vehicle servicing activities of other shop personnel.
- Teaches and mentors mechanics, modeling good business practices and work ethics.
- Is able to react to change and handles other essential tasks as assigned.
- Takes steps to prepare for the expected growth of the District Transportation Department.
- Develops and incorporates staff schedules for time management.

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- Function as the building manager for the Transportation Facility.
- Coordinate with the Maintenance Department for snow removal from the bus lot during inclement weather.
- Performs yearly evaluations of all shop personnel while establishing goals and objectives for each staff member.

OTHER REQUIREMENTS

- Respond to and assist with bus accidents as needed.
- Have the ability to supervise the activities of others performing similar tasks.
- Not be allergic to conditions that are activated or aggravated by motor lubricants, chemicals, or fuels.
- Be able to operate and service heavy equipment.
- Be able to establish and maintain cooperative working relationships with staff and others.
- Present a neat, clean appearance and work environment.
- Be able to work in adverse weather conditions.
- Be able to perform assigned duties with minimal supervision.
- Serve as a substitute bus driver as needed.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent is required; with certification from a vocational or trade school highly desired; or an equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must have a State of Missouri Inspector Mechanic permit. ASE Certification preferred. The Fleet Maintenance Supervisor must have extensive experience as an automotive technician, including a minimum of 5 years successful experience managing a fleet maintenance operation. Substantial experience in purchasing, particularly in the public sector, is required, as well as the ability to use computer operating systems, including, but not limited to, electronic fleet maintenance tracking and scheduling software, Microsoft Office and inventory control systems.

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SPECIAL REQUIREMENTS

	Occasional (1-32%)	Frequent (33-66%)	Constant (67+%)
1. Standing		xxx	
2. Walking			xxx
3. Sitting	xxx		
4. Lifting (to 90 lbs.)		xxx	
5. Carrying		xxx	
6. Pushing/Pulling		xxx	
7. Climbing/Balancing		xxx	
8. Stooping/Kneeling/Crouching/Crawling	xxx		
9. Reaching/Handling			xxx
10. Speaking/Hearing			xxx
11. Seeing/Depth Perception/Color			xxx

OTHER DUTIES AND RESPONSIBILITIES

Performs other duties as assigned by the Director of Transportation.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance in this job will be evaluated in accordance with the provisions of District Policy on evaluation of support services personnel.