

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Transportation Shop Supervisor

Classification: Supervisory

Reports to: Director of Transportation

FLSA: Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Experience:

At least five years of experience in vehicle mechanical repair work. Five years supervisory experience or two years as a lead Mechanic in a school district.

Education:

High school diploma or equivalent and additional trade school courses or service school credits.

Certificate/License Requirement:

Possession of a valid Class B California motor vehicle operator's license.

Condition of Employment:

Insurability by the District liability insurance carrier.

SUMMARY

Under the supervision of the transportation director oversees and directs the work of major or minor repairs to all district owned vehicles and equipment as directed. Assures that all vehicles and equipment receive proper preventive maintenance, organizes work and requisition of parts. Supervises and evaluates the performance of assigned personnel.

SPECIFIC RESPONSIBILITIES

1. Supervise and evaluate the performance of assigned personnel; recommend disciplinary and other personnel related actions; train personnel in assigned areas.
2. Schedules, coordinates and assigns work of other mechanics.
3. Requisition of parts and supplies.
4. Using necessary industry hand tools makes major or minor repairs and adjustments to district owned vehicles as needed.
5. Maintains all records for federal and state agencies to remain compliant.
6. Oversees all CHP inspections.
7. Maintains all maintenance records for school buses and district vehicles.
8. Maintains transportation, maintenance, and fuel budget.
9. Oversees fuel management system to remain in compliance with Fresno County Air Resource Board and other state and federal agencies.
10. Develops and maintains a variety of records.
Performs other related duties as assigned.

SPECIFIC QUALIFICATIONS

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

Knowledge of:

- Tools, materials and equipment used in the maintenance and repair of automotive equipment, light trucks, school buses and other vehicles, as necessary.
- principles and methods used in a program of preventative maintenance for automotive equipment, light trucks, school buses and other vehicles, as necessary.
- knowledge of both gas and diesel engines;
- safe driving practices.
- computer terminal and data entry techniques

Ability to:

- Schedule, coordinate and assign work of other mechanics;
- give and follow written directions;
- inspect, locate and diagnose mechanical defects and estimate the cost of repairs;
- use skillfully the tools and equipment necessary in the repair and maintenance of automotive equipment;
- maintain cooperative relationships with those contacted in the course of work;
- work within time limits;
- maintain accurate "materials used" records.
- operate a computer

WORKING CONDITIONS

Environment:

Indoor and outdoor work environment where significant and safety considerations exist from physical labor and working with machinery. Exposure to exhaust fumes and chemicals while working on equipment.

Physical Abilities:

Standing for extended periods of time.

Lay on back to perform repairs.

Able to stoop, twist, and bend at the waste and knees to perform repairs.

Lift over the shoulders 15lbs.

Lift 25 lbs to shoulders, 45lbs to the waste, move up to 100lbs.

Repetitive pushing and pulling.

Be in a sedentary position for long periods of time.

Vision 20/20 corrected, or non corrected.

Able to work in a shop environment, and in the field in inclement weather, with smoke, chemicals, oil, and solvents.