



Shop Supervisor

Purpose Statement

The job of Shop Supervisor is performed for the purpose of supervising maintenance and repair services and activities, overseeing assigned personnel, providing information to others, and scheduling work assignments within established timeframes and standards. This role ensures the effective and efficient operation of the district's vehicle and equipment maintenance and repair functions.

Supervisory Relationship

Reports to: Director of Facilities & Transportation

Essential Functions

- **Administer 24-Hour Emergency Service:** Provide on-call emergency service to address maintenance needs promptly.
- **Evaluate Vehicles and Equipment:** Regularly assess vehicles and other equipment for necessary repairs and routine maintenance, including buses, lawn mowers, snow blowers, delivery vans, trucks, pickups, cars, tractors, and others as assigned.
- **Maintain and Analyze Records:** Keep and analyze maintenance records for vehicle efficiency.
- **Maintain Data and References:** Ensure data and reference materials are up to date for performing maintenance and repair tasks.
- **Monitor Fuel Supplies:** Track fuel supplies and recommend purchases to maintain adequate levels.
- **Order Parts and Supplies:** Procure parts and supplies to maintain necessary inventory.
- **Participate in Meetings and Training:** Attend meetings, workshops, and seminars to convey and gather necessary information for job functions.
- **Perform Repairs:** Carry out repairs on tools and equipment as time and capabilities permit to ensure service delivery.
- **Provide Security:** Ensure security of tools, equipment, parts, and expendable supplies.
- **Recommend Outsourcing:** Suggest and assist in outsourcing repairs when necessary.
- **Assist in Specifications Writing:** Help in writing specifications for purchasing new vehicles and equipment.
- **Request Tools and Equipment:** Identify and request necessary tools and equipment for repair and maintenance functions.
- **Respond to Emergencies:** Address emergency situations promptly to ensure safety.
- **Manage Warehouse Supplies:** Oversee warehouse supplies and materials to ensure effective delivery.
- **Maintain Bus Garage:** Ensure the bus garage is safe, clean, and organized.
- **Maintain Grounds:** Oversee the cleanliness, orderliness, and state of repair of the Facilities and Transportation grounds.
- **Schedule and Perform Maintenance:** Plan and execute routine maintenance on all district vehicles and equipment to ensure job completion within established guidelines.
- **Adhere to School Policies:** Follow and enforce school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the department.

Job Requirements: Minimum Qualifications

Skills

- Ability to perform multiple technical tasks and upgrade skills to meet changing job conditions.
- Competence in operating standard office equipment and using pertinent software applications.
- Proficiency in planning and managing projects and programs.
- Ability to oversee program financial activities, develop effective working relationships, and prepare and maintain accurate records.

- Administer personnel policies and procedures effectively.

Knowledge

- Basic math skills, including calculations using fractions, percentages, and ratios.
- Ability to read manuals, write documents, and present information.
- Familiarity with pertinent laws, codes, policies, and regulations.
- Understanding of personnel processes, standard business practices, safety practices, and procedures.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and collaboratively with others.
- Utilize a variety of job-related equipment and solve practical problems.
- Maintain confidentiality, meet deadlines, and work with detailed information/data.
- Adapt to changing work priorities and maintain flexibility.
- Establish effective working relationships and handle multiple projects.
- Communicate with diverse groups, work as part of a team, and manage frequent interruptions.
- Display mechanical aptitude, tact, and courtesy.

Responsibility

Work under limited supervision following standardized practices and methods. Manage a department and monitor budget expenditures. Utilize resources from other work units as required. Impact the organization's services continually.

Work Environment

Physical demands include significant lifting, carrying, pushing, pulling, frequent climbing, balancing, stooping, kneeling, crouching, crawling, and fine finger dexterity. Generally involves 20% sitting, 40% walking, and 40% standing. Job performed under minimal temperature variations with some exposure to risk of injury and/or illness.

Experience

Job-related experience with increasing levels of responsibility is required.

Knowledge of vehicle repair, maintenance, shop management, scheduling, and cost analysis.

Education

High school diploma or equivalent.

Required Testing

Physical Capacities Test Clearance

Certificates and Licenses

Commercial Driver's License

Clearances

Criminal Background/Fingerprint Clearance

FLSA Status

Exempt

Salary Grade

PD

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.