CLASS TITLE: SUPERVISOR - FLEET MAINTENANCE

BASIC FUNCTION:

Under the direction of the Manager - Fleet Maintenance, plan, supervise and perform journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of a variety of District vehicles on an assigned shift; monitor required inspections of school buses; train and evaluate the performance of assigned staff.

ESSENTIAL FUNCTIONS:

Plan, supervise and perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of buses, automobiles, trucks, and other District vehicles including gasoline, diesel, and alternative powered vehicles; assure shop operations run in a timely manner on an assigned shift.

Evaluate, maintain, service and repair vehicles; troubleshoot difficult diagnostic problems as needed; read and interpret schematics and diagrams; inspect and diagnose mechanical malfunctions; verify work list of the mechanical maintenance and repair needs of District vehicles.

Perform required inspections of school buses; perform routine maintenance safety checks and inspections of vehicles; maintain accurate service and repair history records on transportation vehicles and equipment.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions.

Prioritize work orders for maintenance projects on District vehicles; communicate with other departments to discuss repairs; estimate cost and time required for repairs.

Repair, overhaul and adjust components, District vehicles, automation, and other power equipment; perform major engine overhauls on gas and diesel engines; overhaul and repair generators, starters, air compressors, carburetors, clutches, transmissions, differentials, drive lines, brake systems and other components.

Oversee the inventory and purchase of needed parts and supplies; communicate with vendors; prepare and maintain related receipts, records, and purchase orders.

Prepare and maintain a variety of records, reports and files related to assigned activities and personnel; maintain mileage, repair and labor costs performed on District vehicles.

Operate a variety of specialized electronic diagnosis equipment and machinery; operate a variety of office equipment including a computer.

Maintain shop area, equipment, and materials in a safe, clean, and orderly manner; assure compliance with health and safety regulations.

Serve as the Manager - Fleet Maintenance in the absence of the Manager as assigned.

Operate a vehicle to conduct work; respond to emergency field calls as needed.
Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Techniques and practices of maintenance and repair of heavy and light automotive vehicles.
- Safe operation of related tools, equipment, and procedures in the overhaul, repair, and adjustment of motor equipment and of fuel, ignition, electrical and cooling systems.
- Operation, theory, and principles of gasoline, diesel, and alternative powered engines.
- Methods, equipment, tools, and materials used in the repair and maintenance of vehicles.
- Diagnostic procedures for vehicles and equipment.
- Technical aspects of field of specialty.
- Shop math applicable to vehicle maintenance.
- Health and safety regulations.
- Proper lifting techniques.
- Principles and practices of supervision and training.
- Operation of a variety of office equipment including a computer.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.
- Inventory methods and practices.
- Applicable laws, codes, rules, and regulations related to assigned activities.
- Record-keeping and report preparation techniques.

**ABILITY TO:**
- Plan, oversee and perform journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of a variety of District vehicles.
- Operate specialized equipment used in repairing or servicing of vehicles.
- Read and apply technical and mechanical diagrams, schematics, and repair manuals.
- Analyze situations accurately and adopt an effective course of action.
- Understand and follow oral and written directions.
- Observe legal and defensive driving practices.
- Effectively operate a variety of office equipment including a computer.
- Prioritize and schedule work.
- Effectively communicate to exchange and understand information.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.
- Maintain a variety of records and reports related to assigned activities and personnel.
- Maintain consistent, punctual, and regular attendance.
- Walk or stand for extended periods.
- Bend at the waist, kneel or crouch.
- Reach overhead, above the shoulders and horizontally.
- Effectively operate power tools and equipment.
- Use proper lifting methods.
- See to observe and perform repairs.
- Climb ladders and work from bus tops.
- Effectively read and analyze a variety of materials.
EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to graduation from high school and four years journey-level experience in the repair of light and heavy gasoline and diesel automotive equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid Class A driver’s license with passenger and air brake endorsements. Valid Medical Card.

WORKING CONDITIONS:

ENVIRONMENT:
Vehicle and equipment repair shop environment. Driving a vehicle to conduct work. Emergency call-out. Seasonal heat and cold or adverse weather conditions. Exposure to fumes, dust, and odors.

HAZARDS:
Subject to noise and fumes from equipment operation. Exposure to chemical fumes and vapors such as gasoline and diesel fuel. Working in a cramped or restrictive work chamber. Working around and with machinery having moving parts. Working on ladders. Working around moving objects or vehicles. Traffic hazards.

BOARD APPROVED:  May 2, 2023