

MT. DIABLO UNIFIED SCHOOL DISTRICT

SUPERVISOR, TRANSPORTATION SHOP

Primary Function

Under direction, supervises and participates in the repair and maintenance of a fleet of school buses and other automotive equipment.

Directly Responsible To

~~Supervisor, Transportation~~ Transportation Coordinator

Supervision

~~Automotive Mechanic~~ Mechanical Service Technician

~~Automotive Leadworker~~ Mechanical Service Technician Leadworker

Equipment Mechanic

~~Vehicle Service Technician~~ Vehicle Service Technician II

~~Parts Controller~~

~~Supervises and evaluates other assigned classified staff.~~

Major Responsibilities

1. Schedules and assigns needed mechanical work on vehicles in the shop.
2. Purchases and requisitions necessary parts and maintains a parts inventory.
3. Keeps logs on each vehicle to assure regular maintenance and safety checkups.
4. Takes statements from drivers regarding malfunctioning of vehicles and provides for their repair.
5. Maintains records of servicing and repair on each vehicle.
6. Assigns personnel to shifts in order to best meet maintenance schedules.
7. Schedules and assigns work to Equipment Mechanics for repairs to all equipment at school sites and for the Landscaping section.
8. Evaluates cost, time, and parts necessary for repair.
9. Supervises and evaluates the performance of shop staff.
10. Makes recommendations for promotion.
11. Prepares reports of shop activity.
12. Completes requisitions for purchase orders and outside work.
13. Maintains current file and inspection board.
14. Spot checks vehicles.
15. Checks shop equipment for safety and serviceability.
16. Maintains records of all repairs and purchases for areas for responsibility.
17. Attends job related meetings and activities specified by the ~~Supervisor,~~ Transportation. Transportation Coordinator
18. Performs additional duties assigned by the ~~Supervisor, Transportation~~ Transportation Coordinator as an adjunct to regular stated duties.

19. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Superintendent.

Qualifications

Knowledge and Skills

1. Knowledge of the methods and practices for maintaining a large fleet of vehicles.
2. Knowledge of and skill in automotive mechanics.
3. Knowledge of the necessary forms and records related to maintaining a fleet of vehicles.
4. Skill in planning and coordinating the work of others.
5. Knowledge of the occupational hazards and safety precautions of the trade.
6. Knowledge of the principles and practices of effective supervision.
7. Skill in making estimates of time and materials needed for repairs.
8. Skill in planning, assigning, supervising and inspecting the work of subordinates.
9. Skill in locating and correcting equipment defects.
10. Skill in the care and use of the standard tools and equipment of the trade and of the operation of the machines and equipment used in testing, repairing and adjusting engines and parts.

Education, Training, and Experience

1. Progressively responsible experience as a journey-level mechanic including supervisory experience; or an equivalent combination of training and experience.
2. Must be able to secure Compressor Natural Gas (CNG) tank replacement and repair certification within 6 months of appointment.

DMA range 7

Adopted by the Board of Education _____