

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 vehicle 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 repairs vehicles accordingly ~~provides for their repair~~
5. Maintains records of servicing and repairs for every ~~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. Maintains shop records for California Highway Patrol shop review
18. Attends job related meetings and activities specified by the Supervisor,  
~~Transportation~~ Transportation Coordinator

19. Performs additional duties assigned by the ~~Supervisor, Transportation~~ Transportation Coordinator as an adjunct to regular stated duties
20. 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
11. Skill in the use of computers and computer programs
12. Knowledge of Federal and State requirements in regards to School Buses

#### **Education, Training, and Experience**

1. High School Diploma and relevant ~~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 Compressed Natural Gas (CNG) tank replacement and repair certification within 6 months of appointment.
3. DMV Class B Drivers' License.

#### Sample Physical Abilities

Ability to speak and hear in order to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk or tables, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 75 pounds.

DMA range 7

Adopted by the Board of Education \_\_\_\_\_