

Madera Unified School District Classified Job Description

Supervisor - Transportation Shop

Purpose Statement

The job of Supervisor-Transportation Shop was established for the purpose/s of supporting the educational process with specific responsibility for supervising maintenance and repair services and activities; overseeing assigned personnel; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to Director of Transportation.

Essential Functions

- Assists in developing and implementing specifications for the purchase or sale of fleet equipment for the purpose of ensuring that adopted policies and procedures are followed, and that transportation needs of district are met.
- Communicates with administrators, personnel and outside organizations for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Evaluates programs and/or projects for the purpose of carrying out and achieving objectives.
- Implements assigned activities and/or projects for the purpose of delivering services in compliance with established guidelines.
- Inspects repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently; specifications are within established guidelines and approving inspection reports and payment requests.
- Maintains accurate records of bus maintenance mileage and days in service for the purpose of complying with legal regulations and adopted policies.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of written materials (e.g. annual evaluations of all mechanics, reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches, evaluates and confers with vendors regarding department supplies, materials and equipment for the purpose of ensuring compliance with relevant requirements and maintaining accurate records of warranty information.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.
- Supervises department personnel functions (e.g. hiring and termination recommendations, planning, scheduling, coordinating activities, training, advising, etc.) for the purpose of ensuring that the department functions in an efficient manner and that adopted policies and procedures are followed.

MADERA UNIFIED SCHOOL DISTRICT
Job Description – Supervisor – Transportation Shop
p. 2 of 3

- Supervises work and workplace safety standards for the purpose of ensuring compliance regulatory requirements and district preventive maintenance processes.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: interpersonal aptitude; leadership; managing projects/programs; managing staff/performance; operating equipment; planning; problem solving; safe driving practices; interpersonal skills using tact, patience and courtesy.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: California State and Federal laws, rules and regulations pertaining to the transportation of students; requirements of school bus and vehicle maintenance; codes/laws/rules/regulations/policies; and safety practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communication with persons of diverse backgrounds/knowledge/skills; dealing with frequent interruptions; mechanical aptitude; motivating others organizing; prioritization; working extended hours; and taking initiative.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and tracking budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 50% walking, and 40% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

MADERA UNIFIED SCHOOL DISTRICT
Job Description – Supervisor – Transportation Shop
p. 3 of 3

Minimum Qualifications

Experience Three years full-time paid experience in heavy truck or bus fleet maintenance management.

Education High school diploma or equivalent.

Completion of an accredited technical automotive maintenance program including journeyman experience in diesel and gasoline powered vehicles, CNG, and diagnostic repairs. Must have ASE certification.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Certificates

Class A Driver's License

Bus Driver's Certificate; Class B License

Current Medical Certificate

MO Tech Auto & Diesel Training

International and John Dear Engine
certification

Alliair Training

Fuel Station and CNG Fuel Tank Inspection
certification

Continuing Educ./Training

Maintain licensure

Clearances

Criminal Justice Fingerprint/Background
Clearance

TB Clearance

Physical Demands(F)

FLSA Status

Non Exempt

Approval Date

01/20/16 – PC

01/26/16 - MUSD

Salary Range

Classified Supervisory – Range 9