

## **Madera Unified School District Classified Job Description**

### **Supervisor- Transportation Shop**

#### **Purpose Statement**

Under the direction of the Director of Transportation, oversees the repairs of all District vehicles to assure safety and efficiency of the fleet. Oversees the work of major or minor repairs, assures that all vehicles and equipment receive proper preventive maintenance, organizes work and requisition of parts. Supervises and evaluates the performance of assigned personnel. Responsible for applying extensive knowledge of district vehicle needs, fueling infrastructure, and Governmental laws and regulations. Is responsible for compliance of district and department policies and achievement of results consistent with district goals and objectives.

This job reports to Director of Transportation.

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#### **Essential Functions**

- Supervise and evaluate the performance of assigned personnel; recommend disciplinary and other personnel related actions; train personnel in assigned areas.
- Schedules, coordinates and assigns work of mechanics, staffing, and operational activities for vehicle maintenance shop and fueling infrastructure, and determines the priority of work orders.
- Assist and oversee the acquisition, implementation, and training of shop employees on technology for the purpose of recordkeeping and vehicle diagnostics within the scope of the vehicle maintenance facility.
- Maintains all records and reports for federal and state agencies, to remain compliant, maintains all records for school buses, and district vehicles, oversees all CHP inspections.
- Prepare annual reports for State Board of Equalization on underground fuel tanks, compressed natural gas, and report to California Energy Commission on new buses.
- Monitor and maintain underground storage tanks for diesel and gasoline; maintain Compressed Natural Gas (CNG) compressor system to refuel (CNG) vehicles.
- Establish and implement prudent shop safety policies and procedures.
- Knowledge of Federal Motor Vehicle Safety Standards (FMVSS).

- Schedules preventative maintenance and rebuild projects to assure timely completion.
- Participates in the selection of vehicle maintenance staff. Works with employees to correct deficiencies.
- Participates in Transportation department budget process by researching and reviewing past vehicle repair and service activity, analyzing upcoming maintenance schedules, submitting recommendations and monitoring approved expenditures.
- Schedules and oversees the removal and disposal of hazardous waste materials from the service facility.
- Research future emission requirements and solutions for district fleet vehicles. Create goals and implement plans to maintain compliance of future emission requirements.

### **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**

**Knowledge and Skills:** Requires in-depth knowledge of vehicular operational and safe laws, regulations and standards, particularly as they apply to motor carriers. Requires a working knowledge of job scheduling techniques. Requires basic knowledge of budgeting procedures. The position requires in-depth technical knowledge of the approaches automotive and heavy equipment manufacturers use for system design and diagnostics. Requires advanced technical knowledge of the standard practices, techniques and tools used in repairing, maintaining, and overhauling gasoline, diesel, mechanical, CNG, and electrical powered bus and automotive equipment. Requires knowledge of the principles and methods used in preventive maintenance for automotive equipment. Must have in-depth knowledge of work hazards, safe work practices, and the procedures for handling and disposing of hazardous materials and refrigerants. Requires knowledge of service documentation requirement and practices and sufficient skill to write clear reports of service activity. Requires knowledge of supervisory principles and practices. Requires sufficient language skill to write reports, specifications, and observations. Requires sufficient math skill to read, record, and compute project costs, measurements, ratios, and volumes. Requires sufficient human relations skill to conduct training, and convey technical concepts, rules, and regulations to staff members.

**Abilities:** Requires the ability to analyze vehicle maintenance problems and take corrective actions. Requires the ability to interpret plans and specifications. Requires the ability to optimize use of personnel and space

when coordinating and plan work of vehicle maintenance staff members. Requires the ability to train, establish quality standards and review performance. Requires the ability to maintain accurate records and prepare and distribute mandated forms on a timely basis. Requires the ability to estimate scope of work assignments in terms of labor and materials and schedule repairs on a timely basis. Must be able to keep accurate records and observe general safety procedures.

### **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.

### **Minimum Qualifications**

Experience: Six years increasingly responsible experience in heavy and light equipment maintenance and repair including two (2) years as a team leader.

Education: Associate's degree with coursework in automotive technology or equivalent.

Industry certifications may substitute for some higher education.

#### **Required Testing**

Pre-employment Proficiency Test

#### **Certificates**

#### **Continuing Educ./Training**

Maintain licensure

#### **Clearances**

Criminal Justice  
Fingerprint/Background Clearance  
TB Clearance

#### **FLSA Status**

Non Exempt

#### **Approval Date**

5/23/16

#### **Salary Range**

Supervisory 9