

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.