

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: FLEET MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Transportation, plan, coordinate and oversee the maintenance and repair of school buses and a variety of large and small diesel, gas and alternative fueled vehicles and equipment; review repairs and maintenance for quality and completeness; perform mechanical work in the inspection, diagnosis, repair and maintenance of a variety of large and small District vehicles and equipment; train and supervise the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, coordinate and oversee the maintenance and repair of school buses and a variety of large and small diesel, gas and alternative fueled vehicles and equipment; prioritize work load; prepare work orders; assure accuracy and timeliness of repairs; review repairs and maintenance for quality and completeness; coordinate operations with other departments.

Perform mechanical work in the inspection, diagnosis, repair and maintenance of school buses and a variety of large and small diesel, gas and alternative fueled District vehicles and construction, grounds and auxiliary equipment; perform vehicle and equipment inspections and preventive maintenance according to established guidelines and procedures; perform road tests as needed.

Train and supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions as assigned; prepare work schedules to meet fleet maintenance needs.

Assure District vehicles, school buses, equipment, fuel storage and hazardous materials disposal comply with applicable State and federal laws, codes and regulations; evaluate Department safety and efficiency and modify operations as appropriate.

Prepare and maintain a variety of records and reports related to vehicle maintenance, repairs, inspections, compliance, safety, work orders, Department budget and assigned activities.

Communicate with District personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns related to Department safety, compliance, budget, supplies, equipment, personnel, repairs, inspections, maintenance and assigned activities.

Estimate repair costs and assign budget classifications for approved expenditures; review work orders and assign required parts and personnel; monitor Department expenses and inventory levels of parts and supplies; make recommendations and prepare specifications for ordering vehicles, parts, supplies and equipment.

Operate computerized and specialized equipment used in repairing and servicing vehicles. Adjust, repair and maintain air and hydraulic brake systems including ABS systems; perform transmission and engine inspections, maintenance and repairs; perform minor and major tune-ups on

District vehicles and equipment; diagnose and repair electrical problems; rebuild or replace engines as appropriate.

Operate and maintain a variety of equipment including hand and power tools, lifts, jacks, stands, testers and meters; operate diagnostic equipment; maintain equipment in proper working condition; operate a computer and assigned software; drive a vehicle to conduct work.

Maintain shop manuals and parts catalogs.

Perform emergency bus driving duties as directed.

Investigate District vehicle accidents as necessary.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning and organization of a fleet maintenance operation.

Principles and practices of supervision and training.

Techniques, practices and procedures of diesel, gas and alternative fueled vehicle maintenance and repair.

Methods, equipment, tools and materials used in the repair and maintenance of vehicles and school buses.

Diagnostic procedures for vehicles and equipment.

Operation of computerized and specialized equipment used in repairing and servicing vehicles.

Preventative maintenance practices.

Applicable laws, codes, regulations, policies and procedures.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

ABILITY TO:

Plan, coordinate and oversee the maintenance and repair of school buses and a variety of large and small diesel, gas and alternative fueled vehicles and equipment

Review repairs and maintenance for quality and completeness.

Perform mechanical work in the inspection, diagnosis, repair and maintenance of a variety of large and small District vehicles, school buses and equipment.

Train and supervise the performance of assigned personnel.

Operate computerized and specialized equipment used in repairing and servicing vehicles.

Read and apply technical and mechanical diagrams, schematics and repair manuals.

Estimate materials and supply needs.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret and apply applicable laws, codes, rules and regulations.

Analyze situations accurately and adopt an effective course of action.
Prioritize and schedule work.
Plan and organize work.
Maintain records and prepare reports.
Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by specialized training in automotive maintenance and repair work and five years increasingly responsible vehicle maintenance and repair experience including two years journey-level experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B commercial driver's license with passenger and air brake endorsements.
Valid California Special Driver Certificate for school bus operation.
Valid Medical Card.

WORKING CONDITIONS:

ENVIRONMENT:

Vehicle and equipment repair shop environment.
Driving a vehicle to conduct work.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Pulling, pushing, lifting and carrying heavy objects as required by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Dexterity of hands and fingers to operate power tools and equipment.
Seeing to observe and perform repairs.
Climbing ladders and working from bus tops.
Hearing and speaking to exchange information.

HAZARDS:

Exposure to chemical fumes and vapors such as gasoline and diesel fuel.
Working in a cramped or restrictive work chamber.
Working around and with machinery having moving parts.
Working on ladders.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224