JOB DESCRIPTION

VEHICLE MAINTENANCE SUPERVISOR

Job Class Code: 7912

TITLE: Vehicle Maintenance Supervisor
Grade 19

REPORTS TO: Director of Transportation

SUPERVISES: N/A

JOB FUNCTION: Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other gas and diesel-powered automotive equipment.

DUTIES AND RESPONSIBILITIES:

- Supervise and coordinate activities of assigned personnel.

- Assign, supervise and participate in major and minor mechanical repairs on buses and other light motorized equipment; diagnose diesel internal combustion engine maintenance problems.

- Diagnose, supervise and participate in skilled and semi-skilled repairs of mechanical defects in buses, automobiles, trucks and other gas and diesel-powered automotive equipment.

- Determine priority of work orders and their assignment to personnel; plan, organize and schedule work flow of employees as assigned; advise and assist assigned personnel; assure timely completion of work.

- Maintain records and reports as necessary.

- Conduct in-service training programs for employees with equipment suppliers for new techniques in mechanical repairs.

- Assist in the selection of new employees; train, supervise and evaluate assigned employees; recommend disciplinary action or promotion as appropriate; review completed work and provide feedback as necessary.

- Initiate requisition for materials and equipment; authorize purchases from local vendors; maintain adequate inventory of parts, equipment and supplies used in repairing and servicing motorized vehicles.

- Monitor tools, tool room equipment, maintenance and safety practices.
DUTIES AND RESPONSIBILITIES (CONT.)

- Establish and implement prudent shop safety policies and procedures.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Tools, equipment and procedures used in the general overhaul, repairs and maintenance of automotive equipment.
- Principles of internal combustion engines.
- Basic technologies involved in electrical, hydraulics and fuel systems.
- Record-keeping techniques.
- Complete bus, truck and automotive vehicle maintenance operation
- Health and safety regulations.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of Kentucky Administrative Regulations and other applicable laws.
- Gasoline and diesel engines.
- Principles and practices of supervision and training.
- Policies and objectives of assigned program and activities.
- Proper methods of storing equipment, materials and supplies.
- Operate and use of hand and power tools and equipment.
- Basic math.

ABILITY TO:

- Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other automotive equipment.
- Diagnose malfunctions of and make mechanical repairs to a variety of vehicle equipment.
- Operate equipment used in repairing or servicing motorized equipment.
- Coordinate activities with other maintenance sections.
- Supervise, train and evaluate others.
- Evaluate quality of work performed by subordinates.
- Set priorities, schedule and assign work.
- Make arithmetic calculations quickly and accurately.
- Work independently with little direction.
VEHICLE MAINTENANCE SUPERVISOR

KNOWLEDGE AND ABILITIES (CONT.):

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds.
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

- High school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years experience in the repair and maintenance of light and heavy automotive and power-driven equipment.

LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Commercial Class B driver's license; must have, or be able to obtain within six months, a Commercial Drivers License (CDL) with school bus endorsement.

Original Date: 01/1999
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