

CLOVIS UNIFIED SCHOOL DISTRICT

Job Description: Vehicle Maintenance Supervisor

Salary Grade: 34

Salary Schedule: Classified Management

Department: Transportation

Reports to/Evaluated by: Manager, Vehicle Maintenance

FLSA: Exempt

SUMMARY

The Vehicle Maintenance Supervisor plans, supervises, and performs journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of various District vehicles. This role also involves monitoring required inspections of school buses, training and evaluating the performance of assigned staff, ensuring timely shop operations, and performing other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, supervise, and perform journey-level mechanical work in the inspection, diagnosis, repair, and maintenance of buses, automobiles, trucks, and other District vehicles, including gasoline, diesel, and alternative powered vehicles; assure shop operations run in a timely manner.
- Supervise required inspections of school buses; perform routine maintenance safety checks and inspections of vehicles/equipment; maintain accurate service and repair history records on district vehicles and equipment; analyzing labor and parts costs, maintaining a cost per mile for all vehicles.
- Evaluate, maintain, service, and repair vehicles; troubleshoot difficult diagnostic problems as needed; read and interpret schematics and diagrams; inspect and diagnose mechanical malfunctions.
- Train and evaluate the performance of assigned staff; interview and select employees, and disciplinary actions.
- Supervise and prioritize work orders for maintenance projects on District vehicles; communicate with other departments to discuss repairs; estimate cost and time required for repairs.
- Oversee the inventory and purchase of needed parts and supplies; communicate with vendors; prepare and maintain related receipts, records, and purchase orders.
- Receives requests through work orders or direct contact. Assesses the nature of the repair request and assigns a priority. Assigns work orders and/or personally provides service.
- Observes the work of other Mechanics, offering tips and suggestions for time savings, and repair techniques.
- Assigns or personally responds to emergency breakdowns and repair vehicles at emergency site, maintaining a breakdown log to ascertain cause and effect.

- Operates a variety of vehicle maintenance and repair tools and equipment in a safe manner.
- Researches, trains, and demonstrates required skills and safe work practices for mechanics in all areas of vehicle maintenance.
- Performs other duties as assigned that support the overall objective of the department.

QUALIFICATIONS

- **Knowledge of:** Requires in-depth knowledge of the standard practices, techniques, and tools used in repairing, maintaining, and overhauling heavy and light equipment, gasoline, diesel, mechanical, and electrically powered equipment. Requires considerable knowledge of the principles of internal combustion engines, automotive and standard transmissions, differentials, hydraulic units, air brakes, and all other equipment systems and assemblies. Requires working knowledge of operating characteristics of machinery and vehicles. Requires skill in using the full range of hand and power tools used in automotive repair work. Must have thorough knowledge of work hazards and safety practices. Requires knowledge and understanding of laws, codes, and regulations pertaining to vehicle safety. Requires sufficient leadership skills to train employees and organize and prioritize work. Requires sufficient writing skills to prepare reports. Requires sufficient math skill to read, record and compute precise measurements. Requires sufficient human relation skills to train others and exchange technical information. 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 requirements and practices. Requires knowledge of supervisory principles and practices.
- **Ability to:** Requires the ability to coordinate and perform vehicle maintenance projects and tasks at a fully skilled, journey level and take corrective action. Requires the ability to diagnose a full range of problems associated with vehicle operation and safety. Requires the ability to train, establish, and uphold quality standards and review performance. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines. Requires the ability to interpret computer-aided, digital, and scope diagnostic devices. Requires the ability to read technical manuals and schematics and write sufficiently to perform the duties of this classification. Requires the ability to estimate the scope of work assignments in terms of labor and materials and secure necessary tools and materials to complete assignments ensuring parts inventory is reasonably maintained. Requires the ability to assign and perform a variety of maintenance and repair activities simultaneously. Must be able to keep accurate complex records and observe general safety procedures. Requires the ability to lead a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the District.
- **Education and Experience:** The position typically requires coursework in automotive technology or equivalent; supplemented by six (6) years of increasingly responsible experience in heavy and light equipment maintenance and repair, including three (3) years of supervisory responsibility. Industry certifications may substitute for some higher education.

- **Working Conditions:** Requires a California Class A or B commercial driver's license. Requires experience in brakes, electrical/electronic systems, engine performance, power train, suspension, and steering.

WORKING CONDITIONS

Work is performed indoors in an automotive/vehicle repair shop environment and/or outdoors in the field engaged in work of an active nature. Requires ambulatory ability and strength to maintain cardiovascular fitness to engage in strenuous physical labor such as lifting and carrying materials up to 75 pounds on a frequent basis, reaching from awkward positions using hand-eye coordination to insert parts, and climbing and balancing. Requires near and far visual acuity to drive, read and write, and perform repair work. Requires sufficient hearing and speech ability to hear sound prompts, vehicle sounds, and carry on conversations.