

# STOCKTON UNIFIED SCHOOL DISTRICT

## VEHICLE MAINTENANCE SUPERVISOR

### DEFINITION

Plan, supervise and perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of District vehicles; monitor required inspections of school buses; train and evaluate the performance of assigned staff; assure shop operations run in a timely manner; and perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISES

Receives general direction from Director of Transportation. Exercises direct supervision over vehicle maintenance staff.

### EXAMPLE OF DUTIES – Duties may include, but are not limited to, the following:

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; maintain accurate service and repair history records on transportation vehicles and equipment; monitor and update DMV registrations.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination 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.

Evaluate, maintain, service and repair vehicles; troubleshoot difficult diagnostic problems as needed; read and interpret schematics and diagrams; inspect and diagnose mechanical malfunctions; verify work list of the mechanical maintenance and repair needs of District vehicles.

Prepare and maintain a variety of records reports and files related to assigned activities and personnel; maintain mileage, repair and labor costs performed on District vehicles.

Operate a variety of specialized electronic diagnosis equipment and machinery; operate a variety of office equipment including a computer.

Maintain shop area, equipment and materials in a safe, clean and orderly manner; assure compliance with health and safety regulations.

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### EXAMPLES OF DUTIES (Continued)

Respond to emergency field calls as needed.

Operate a vehicle as necessary.

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- Techniques and practices of maintenance and repair of heavy and light automotive vehicles
- Safe operation of related tools, equipment and procedures in the overhaul, repair and adjustment of motor equipment and of fuel, ignition, electrical and cooling systems
- Operation, theory and principles of gasoline, diesel and alternative powered engines
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles
- Diagnostic procedures for vehicles and equipment
- Technical aspects of field of specialty
- Shop math applicable to vehicle maintenance
- Health and safety regulation.
- Proper lifting techniques
- Principles and practices of supervision and training
- Operation of a variety of office equipment including a computer
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- District organization, operations, policies and objective.
- Inventory methods and practices
- Applicable laws, codes, rules and regulations related to assigned activities
- Record-keeping and report preparation techniques

### Ability to:

- Plan, oversee and perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of a variety of District vehicles
- Operate specialized equipment used in repairing or servicing of vehicles
- Read and apply technical and mechanical diagrams, schematics and repair manuals
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written direction.
- Observe legal and defensive driving practices
- Operate a variety of office equipment including a computer
- Prioritize and schedule work
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

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### Ability to: (continued)

- Observe health and safety regulations
- Maintain a variety of records and reports related to assigned activities and personnel
- Maintain consistent, punctual and regular attendance
- Sit or stand for extended periods of time
- Reach overhead, above the shoulders and horizontally
- Move hands and fingers to operate power tools and equipment
- Use proper lifting methods
- See to read a variety of materials and observe and perform repairs
- Bend at the waist, kneel or crouch to inspect buses
- Climb ladders or steps

### Experience and Education:

Any combination equivalent to graduation from high school, and six (6) years journey-level experience in the repair of light and heavy gasoline and diesel automotive equipment, including one (1) year with supervisory experience or completion of an accredited course in supervision.

### License and Certificates:

- Valid Class B driver's license with passenger and air brake endorsements
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire
- Valid Medical Card

## **WORKING CONDITIONS:**

### **Environment:**

- Vehicle and equipment repair shop environment
- Driving a vehicle to conduct work
- Emergency call-out
- Noise from equipment operation
- Seasonal heat and cold or adverse weather conditions
- Exposure to fumes, dust, odors, oil/grease and gases

### **Hazards:**

- Subject to noise from equipment operation
- Exposure to fumes and vapor.
- Working in a cramped or restrictive work chamber
- Working around and with machinery having moving parts
- Traffic hazards
- Driving a vehicle during adverse weather conditions

### Salary Placement:

Range 33 (12-month work year)

Stockton Unified Supervisory Unit