



David Douglas School District #40

Job Description

SUPERVISOR

TRANSPORTATION SHOP SUPERVISOR

Schedule: 8 hours per day / 12 months
Salary: Range E, \$ (Includes TSA)

POSITION PURPOSE

The position of Transportation Shop Supervisor plans, directs, and supervises the repair and maintenance of the District's vehicle fleet in compliance with governmental rules and regulations and sound vehicle maintenance practices.

SUPERVISION RECEIVED AND EXERCISED

Incumbents are expected to provide supervision and technical direction on a wide range of issues and to work independently.

NATURE AND SCOPE OF RESPONSIBILITIES

- May include, but are not limited to, the following:

- Hires, trains, directs, disciplines, and evaluates assigned staff. Plans and assigns work of assigned staff and ensures work assignments are complete and within department objectives.
- Plans, organizes, directs and coordinates the repair and maintenance of all District vehicles. Ensures activities are completed efficiently, and align and comply with federal and state laws and regulations and district policies.
- Establishes and implements a sound preventative maintenance program and maintains a reliable system for detailed service records such as repair, parts and labor costs, state inspections, and work orders.
- Establishes and maintains repair and maintenance parts, tool inventory levels, and a reliable system for tracking.
- Communicates with vendors for timely repair and delivery of parts and equipment.
- Assists in the preparation of specifications for vehicle procurements.
- Oversees shop budget.
- Works as part of a team in reviewing processes and procedures, and works with management to ensure policies and procedures are documented and updated regularly.
- Serves as a coach and mentor to staff providing hands on leadership and career development opportunities.
- Responds to immediate safety and/or operational concerns for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a well-functioning fleet.
- Responds to road calls regarding disabled vehicles 24/7 to perform emergency repair work in the field.
- Completes ongoing professional development to keep skills and knowledge up to date with current technological and mechanical advances as well as keeps up to date with federal, state and local rules, regulations and requirements regarding the District fleet.
- Ability to prepare reports summarizing data regarding department performance and measurable results.
- Diagnoses mechanical, electrical, and engine vehicle malfunctions (e.g. using computers, analyzers, etc.), makes appropriate repairs, including disassembling and assembling engines and other operating parts of vehicles.
- Inspects vehicles (e.g. brake systems, oil levels, coolant, tire pressure, wiper blades, fan belts, battery connections, ignition circuits, heaters, wiring, indicator lights, and exterior and interior condition, etc.) for the purpose of ensuring that vehicles are in safe operating condition. Prepares and schedules preventative maintenance for all district vehicles. Repairs and services district vehicles according to required specifications; repairs vehicle systems and components such as tuning motors, testing compression, adjusting clutches and brakes, and changing and charging batteries.
- Ensures that all work performed in the shop facility or in the field is completed on schedule, in an efficient manner, and is of high quality.
- Performs minor body work (e.g. front ends, fenders, upholstery, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Ensures the shop is clean and organized.
- Performs other duties as assigned.

Transportation Shop Supervisor – Continued

QUALIFICATIONS:

Minimum Qualifications: Any combination of education, experience, and training that would provide the required knowledge and abilities. A representative way to obtain the required knowledge and abilities would be:

Education:

High School Diploma or equivalent required. Two years of college, business school, or equivalent training preferred.

Experience:

Five years of journey-level major vehicle and equipment repair experience; experience in gas and diesel fleet motor vehicle maintenance of vehicles up to 36,000 lbs G.V.W.R. preferred. Two years of lead worker experience required.

Other Qualifications:

- Valid driver's license, good driving record, and evidence of insurability required and must be maintained.
- 21 years of age or older.
- Must be able to obtain and maintain the Oregon State Department of Education bus inspection certification.
- Ability to obtain and maintain a Master School Bus Automotive Service Excellence (ASE) rating and section 608 & 609 air condition certificate required.
- Possession of, or ability to obtain and maintain, a valid Class B Oregon Commercial driver's license with applicable ODE endorsements for school bus drivers.
- Must possess and maintain a valid first aid card.
- Ability to read and apply technical and mechanical diagrams, schematics and repair manuals.
- Knowledge of gasoline, propane, diesel engines, electrical circuitry, hydraulics and air brake systems.
- Knowledge of standard practices, methods, tools and equipment of the trade.
- Knowledge of pertinent district, state and federal laws, rules and regulations, as well as hazards and safety precautions relating to the trade.
- Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules.
- Experience developing departmental policies and procedures.
- Intermediate technological skills providing the ability to enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports, experience with Microsoft Office software applications, e-mail software, and fleet management systems.
- Demonstrated ability to establish and maintain high profile, influential and collaborative working relationships across teams, functions and layers with district staff, public officials, and the general public.
- Liquefied Petroleum Gas License may be required.
- Ability to work harmoniously with others and communicate effectively and appropriately, both verbally and in writing, with supervisor, staff, and students.
- Ability to perform the record keeping requirements related to the assignment.
- Excellent attendance, work ethic and pride in job performance essential.
- Self-starter with proven analytical, organizational, and problem-solving skills.
- Excellent leadership skills as demonstrated with exceptional interpersonal skills in leading, motivating, coaching, and developing staff.
- Ability to think strategically, proven analytical and problem-solving skills, and ability to develop both short term and long term plans to meet an objective.
- Ability to produce accurate work in a sometimes stressful environment with frequent deadlines.
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in the performance of duties.

WORKING CONDITIONS:

Climate controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels from moderate to loud and occasional to frequent time periods.

ESSENTIAL PHYSICAL REQUIREMENTS

Extensive degree of physical stamina: must be able to lift and manipulate heavy tires, equipment and automotive parts. Frequent and prolonged standing, bending, stretching, and crawling. Ability to move freely around the shop and in the field. Must be able to climb on bus or ladder to repair lights and wiper blades on vehicles. Eye-hand coordination required in carrying, positioning, grasping, and operating a variety of hand and power tools. Must read gauges and instruments, interpret readings, locate and adjust color coded wiring. Ability to perform duties in outdoor weather conditions. Ability to work around chemicals, dirt, dust, smoke, fumes, and paint. Must be able to drive a school bus on a variety of routes and under varying weather conditions.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.