



**Norfolk Public Schools**  
The cornerstone of a proudly diverse community

## Job Announcement

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**Job Title:** Garage Supervisor

**Posting Date:**  7/12/2017

**Closing Date:**  Open Until Filled

**Employment Status:** Full-Time Non-Exempt

**Contract:** 8.00 Hours/Day  
252 Days/Year  
12 Months/Year  
Grade: PP

**Location:** Transportation

**Pay:**  Hourly     In the Amount of: \$  
 In the Range of: \$22.27 - \$38.95  
 Salary     In the Range of: \$44,896- \$78,523

### General Responsibilities

This position is responsible for managing the operations of the automotive repair and maintenance shop. An employee in this class is responsible for supervising, planning, and coordinating work of shop technicians and service personnel.

### Education and Experience

Requires a high school diploma, extensive experience working as an automotive mechanic, completion of an approved apprenticeship program, at least ten (10) years of experience working on school buses or medium to heavy duty trucks; or any equivalent combination of education or experience that would provide the above noted knowledge, skill, and abilities. One year of supervisory experience is required.



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Must possess the ability to obtain a Virginia State Inspection license within 6 months of appointment to this position, to be maintained for the duration of employment with Norfolk Public Schools.

Class B Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements.

***Note: All applicants, internal and external, must attach a completed resume for review.***

### Essential Job Functions

- Responsible for discussing vehicle problems with drivers to determine the urgency of repairs needed.
- Directs repair and maintenance jobs, schedules and assigns work to staff members.
- Must be able to check and inspect completed jobs as needed.
- Provides technical guidance when necessary.
- Oversees inventory control for all aspects related to vehicle maintenance.
- Investigates vehicle crashes attempting to determine if mechanical malfunctions caused and/or contributed to the cause of the accidents.
- Responsible for the safety and security of all garage staff.
- Manages and oversees the requisition and distribution of parts.
- Prepares specifications for vehicle sublet repairs, assists with bids, locates and assigns outside contractors for sublet repairs.
- Plans, organizes, assigns, and reviews work of garage employees.
- Responsible for completing performance evaluation for garage employees.
- Makes decisions concerning discipline of garage employees.
- Manages the Fleet Maintenance Software system which compiles statistical and historical data related to vehicle maintenance and repairs.
- Manages customer service as it relates to bus drivers, other NPS employees, department coordinators/directors and school administrators.
- Responsible for maintaining the budget.
- Assists the director with budget preparation.
- Performs other duties as assigned or required.

Department of Human Resources

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Phone: (757) 628-3905 Fax: (757) 628-3983 [www.npsk12.com/human-resources](http://www.npsk12.com/human-resources)



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## Staffing Contact

- D. Timothy Billups, SHRM-CP, PHR, IPMA-CP – Executive Director – Administrative Personnel
- Michael Sheets – Human Resources Generalist – Secondary Education Personnel
- Sonja Hale, M.Ed. – Human Resources Generalist – Elementary Education Personnel
- Amanda Schilling, M.Ed. – Human Resources Generalist – Substitute Teacher Personnel
- Johnay L. Brown, MHRM – Human Resources Generalist – Classified Personnel

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**The *mission* of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning and are successful contributors to a global society, as distinguished by:**

- Courageous advocacy for all students
- Family and community investment
- Data-driven personalized learning
- Strong and effective leadership teams
- Shared responsibility for teaching and learning
- Access to rigorous and rewarding college and career readiness opportunities