

## *Automotive Shop Manager*

**Apply Online**

Category: **Transportation/Automotive Shop Manager**

Date Posted: **4/18/2017**

Location: **Transportation**

Date Closing: **Open until filled**

### **POSITION INFORMATION:**

Supervisor: Mr. Darrin Wills, Director of Transportation

Employment Period: 12 months

Employment Status: Full-time

Pay Grade: H-15

Hiring range: Commensurate with experience

Start Date: As soon as possible

### **DUTIES AND RESPONSIBILITIES:**

- Directs the daily operations of the automotive maintenance shop in the overhaul and repair of the division's automotive equipment.
- Coordinates automotive maintenance services and makes maintenance decisions concerning all motor vehicles in the division's fleet.
- Schedules mechanics and staff, assigns work, and supervises staff at the division's garage site.
- Inspects the work of automotive mechanics and evaluates mechanic and shop attendant performance through personal quality control checks.
- Promotes high standards of safety and good housekeeping methods in the operation of the automotive maintenance shop.
- Identifies training requirements for automotive mechanics and prepares and conducts appropriate inservice training.
- Develops and implements an efficient and effective system for state inspections, routine automotive and preventative maintenance services for all school buses and division vehicles in accordance with state guidelines.
- Determines subcontracting requirements.
- Recommends, implements, and evaluates new automotive products and maintenance procedures.
- Maintains and monitors an annual garage budget.
- Audits work orders and maintains both electronic and hard copy records on automotive maintenance and operation expenses in order to evaluate operating costs.
- Oversees an inventory control system, maintains accountability for parts and equipment, and the requisitioning of parts and supplies, including waste management.
- Assists the Director of Transportation in preparing specifications for the purchase of new and replacement equipment.

- Monitors warranties to ensure that parts and equipment under warranty are serviced as required.
- Prepares automotive maintenance reports as assigned.
- Supports department initiatives such as job fairs, recognition celebrations, and maintaining mechanic on call program.
- Assists with preparing annual state report.
- Other duties as required or assigned by the Director of Transportation.

## **JOB REQUIREMENTS:**

- Any combination of education and experience equivalent to a high school diploma and at least five years of vehicle maintenance experience in a supervisory capacity, preferably in a medium to large vehicle maintenance shop.
- Associate's degree or technical school certificate in related field preferred.
- Experience and training of fleet maintenance with additional courses completed in interaction management and materials management.
- Master Mechanic Certification desired with experience in gasoline and diesel engine maintenance.
- Must be familiar with repair parts procurement, inventory control procedures and requirements, and conduct inservice training.
- Must possess a valid Virginia Driver's License.
- Required to obtain a Class B CDL license and a State of Virginia Vehicle Inspection Certification.
- Must possess the ability to supervise and evaluate employees and delegate work assignments.

## **APPLICATION REQUIREMENTS:**

- Resume required to be uploaded

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**Hampton City Schools** uses the [applicant tracking](#) system from Frontline Education to manage employment applications online.

