



Position:

Assistant Director of Transportation/Maintenance Services

FLSA Status: Exempt; Essential Personnel

Terms of Employment: 260 Day/12 month

Reports to: Director of Transportation

SALARY RANGE: \$55,000-\$70,000

TO APPLY: All interested candidates should complete an employment application found on-line at www.newkentschools.org

QUALIFICATION REQUIREMENTS: Applicants must: Possess a valid Virginia State driver's license and hold a safe driving record. Possess, or be eligible for a Commercial Driver's License authorization with the passenger and air brake endorsements within six months of employment; have the ability to perform responsibilities with minimum supervision. The successful applicant will have: a minimum of three to five years of management experience including staff supervision in a comparable environment working with buses, heavy duty automotive services is strongly preferred. Automotive Services Excellence Certifications are preferred. This position requires a Virginia State Inspectors license.

EDUCATION AND EXPERIENCE:

The applicant will have: an Associates/Technical degree with coursework in automotive maintenance and repair, or related field and considerable experience in automotive repair including some supervisory experience, or equivalent combination of education and experience. Experience and/or responsibilities must include or be related to the following; Supervision of personnel, routing and scheduling (dispatching), driver training, accident investigation, inventory control, maintenance of vehicles and preparation of bus specifications, and the applicant must possess strong analytical, program management and supervisory skills.

Knowledge, Skills and Abilities

Thorough knowledge of the repair and maintenance of school buses, automotive and specialty equipment; thorough knowledge of the operating and repair characteristics of a variety of light and heavy duty automotive equipment; thorough knowledge of the availability and procurement of parts and supplies; general knowledge of standard office procedures, practices and equipment; skill in the use of personal computers and related software packages, hardware and peripheral equipment; ability to prepare accurate and complete work orders; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, vendors and students.

General Definition of Work

Performs difficult skilled technical work supervising and participating in the servicing and maintenance of school system and county vehicles and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Transportation. Designated essential personnel are required to work during times when the schools are closed. By virtue of their job description, essential personnel provide services that are essential to the health, welfare and safety of the NKCPSS employees. Continuous supervision is exercised over automotive maintenance personnel. The applicant assumes additional supervisory duties of operations responsibilities in the absence of the Director of Transportation.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plans, assigns and schedules work of Mechanics and Mechanic Helpers in a variety of automotive maintenance and repair activities; assists Mechanics on various repair projects.
- Supervise and evaluate assigned staff.
- Prepares reports on efficiency, effectiveness, and future needs of transportation and vehicle maintenance program. Schedules annual preventive program for school buses and service vehicles.
- Receives telephone and radio communications regarding vehicle breakdowns; assigns and dispatches road mechanics and equipment to expedite repair service to disabled vehicles. Respond and organize after hours calls.
- Prepares work orders and makes specific assignments for maintenance work.
- Enters a variety of data into the computer; orders and picks up parts; authorizes vendor payments; reviews and files completed work orders.
- Trains new employees; directs and instructs maintenance personnel in the upkeep of the shop and shop equipment.
- Maintains detailed records and files pertaining to vehicle maintenance cost and employee time and leave.
- Serves as Bus Driver as required; oversees after school activity bus runs.
- Assist the Director with evaluating road conditions and make recommendations regarding school closing due to weather and emergencies.
- Prepares budget requests and monitors the annual budget for maintenance, making purchases in accordance with approved policies and regulation. Researches and prepares monthly, annual, and special reports as required.
- Manage fuel report daily to ensure that the fuel system is operating according to all laws and regulations with the environmental protection Agency (EPA).
- Provides excellent customer service including responding to questions / concerns from driver, Mechanics, Schools / County officials, and the public.
- Manage the online auction of sales for vehicle equipment.
- Prepares and maintain monthly trainings and in-service meetings with maintenance staff.
- Assist the maintenance staff with diagnoses and assist as necessary. Respond and organize after hours calls.
- Serves in the absence of the Transportation Director.
- Complies with all federal, state and local policies and regulations.
- Conducts performance evaluations of the maintenance and recommends actions for improvement as necessary.
- Works to assist the Director of Transportation to establish an environment in which staff members are able to share ideas, needs and concerns and will seek to find solutions and resolutions in a collaborative manner.
- Assists with all accident investigations resulting in a summary report of findings. Follows up with employees to prevent reoccurrences. Periodically checks road conditions, driving practices, equipment condition, and operating procedures and recommends corrective measures where appropriate.
- Performs related tasks and other duties assigned as needed.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, tasting or smelling, pushing or pulling and repetitive motions; work requires close

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vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and occasionally requires working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock and exposure to vibration; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Possession of Virginia State Inspectors License and a commercial driver's license for the Commonwealth of Virginia is required.

Reports to

Director of Transportation