



JOB DESCRIPTION

TITLE:

Fleet Maintenance Supervisor

PRIMARY FUNCTION:

To supervise mechanic staff and perform mechanical and related maintenance on school buses and all school Board vehicles and equipment

MINIMUM QUALIFICATIONS:

- High School diploma or G.E.D. equivalency
- Must become CSL certifies within in one year of hire
- Ability to operate all vehicle types used in the division
- Have ability to maintain good working relationships with other employees

REPORTS TO:

Chief Support Services Officer

SUPERVISES:

Mechanic Staff

PERFORMANCE RESPONSIBILITIES:

- Perform assigned duties in the diagnosis and repair of automotive equipment
- Perform maintenance and repair tasks following manufacturer's manuals
- Prepare a standard work order on all jobs performed listing time spend, parts used, and other items required
- Respond to emergency calls on vehicle failure
- Inspect all vehicles as required, make necessary repairs, and file written report on repairs
- Observe high standards of safety and good housekeeping methods in assigned work areas
- Coordinate special trips with Director of Transportation and pick up buses of drivers being out more than two days (Director of Transportation needs to coordinate with Head Mechanic on returning buses when drivers are out sick)
- Coordinate additional training for mechanics provided by manufacturers
- Other duties as assigned by Superintendent or Chief Support Services Officer
- Assist in budget preparation
- Assign related work to other mechanics
- Evaluate employees under his/her supervision
- Perform other duties as assigned

PHYSICAL REQUIREMENTS:

Ability to perform manual or physical labor which requires a certain amount of lifting. School Board may require doctor's physical to verify health condition. Employment may be terminated if employee is untruthful regarding physical health condition before being hired.

TERMS OF EMPLOYMENT:

12 month contract; Grade 18

EVALUATION:

Performance of this job will be evaluated in accordance with provision of the Board's policy on Evaluation of Personnel