



Job Title: Vehicle Maintenance Supervisor (AM & PM) **Exemption Status/Test:** Non-Exempt
Reports to: Assistant Director Fleet Operations **Date Revised:** January 2021
Dept. /School: Transportation

Primary Purpose:

Responsible for on-site leadership of vehicle repair and maintenance. Perform major mechanical repairs with no supervision to ensure proper performance and safety of all district vehicles.

Qualifications:

Education/Certification:

Required:

Clear and valid driver's license with CDL certification, and P and S endorsements
Texas School Bus Driver Safety Training Certification
Certified Texas vehicle safety inspector
ASE Certification

Experience:

Required:

Three (3) years' experience in vehicle repair and maintenance procedures
Minimum of five (5) years of supervisory experience
Experience performing safety inspections for buses and fleet vehicles

Preferred:

Ten years supervisory experience

Special Knowledge/Skills:

Advanced knowledge of automotive mechanics and maintenance
Ability to diagnose mechanical problems and perform repairs independently
Ability to access, read, and interpret documents such as safety regulations, operating and maintenance inspection rules, procedure manuals, and vehicle service manuals
Ability to direct and supervise personnel
Ability to pass Dept. of Transportation alcohol and drug tests and annual exam
Ability to complete required bus driver safety training
Ability to access and use service materials
Ability to operate bus
Ability to and maintain Texas safety inspector license
Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties

1. Process and prioritize vehicle repair work orders.
2. Evaluate and recommend all repairs.
3. Arrange for outside repairs when work cannot be performed in shop.
4. Supervise and manage mechanics job performance.
5. Assign work to vehicle mechanics, mechanic assistants, and bus maintenance workers.
6. Oversee completion of work and inspect completed work for quality.

7. Establish preventive maintenance and care schedules.
8. Consult with other mechanics to help resolve repair problems and help train mechanics.
9. Perform major and minor mechanical repairs, preventative maintenance, diagnostics, and inspections on all district vehicles in a timely and efficient manner, without supervision.
10. Maintain accurate, up-to-date preventative maintenance records.
11. Rebuild, replace, or repair vehicle parts such as engines, brakes, transmission lines, electrical assemblies, and accessories.

Inspection:

12. Perform state safety inspections for all district vehicles.

Safety:

13. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.
14. Operate tools, equipment, and machinery according to prescribed safety procedures.
15. Ensure shop, equipment, and tools are kept in safe operating condition.
16. Correct unsafe conditions in work area and promptly report any conditions that are not immediately correctable to supervisor.
17. Follow district safety protocols and emergency procedures.

Other:

18. Conduct annual inventory of equipment and supplies.
19. Recommend replacement of equipment when needed.
20. Assist in compiling department budget.
21. Compile, maintain, and file all reports, records, and other documents as required.
22. Operate bus and vehicles as needed.
23. All other duties as assigned by supervisor.

Supervisory Responsibilities:

Direct the work of lead mechanic, mechanics, and vehicle general maintenance workers.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Automotive diagnostic equipment; wheel balancing equipment; tire repairing equipment; small hand tools; power tools; welding torch; torque wrench; jack an life equipment; computers and peripherals; school bus and district vehicles

Posture: Frequent standing; frequent kneeling, squatting, bending, stooping, pushing, pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent walking, driving, climbing, grasping, squeezing, wrist flexion/extension, and overhead reaching.

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; work around machinery with moving parts; may work in tight or enclosed spaces; may work alone; regularly work irregular hours; occasional prolonged hours

Mental Demands: Maintain emotional control under stress+

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.