



For the future of every student

## **CLASS TITLE: MECHANIC SHOP SUPERVISOR**

### **BASIC FUNCTION:**

Under the direction of the Director of Transportation, plan, direct and perform journey-level work in the inspection, diagnosis, repair and maintenance of a variety of District vehicles and equipment; monitor required inspections of school buses; train, schedule, provide work direction and guidance and evaluate the performance of assigned staff; assure shop operations run in a timely manner.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Plan, oversee, prioritize, assign and perform journey-level mechanical work in the inspection, diagnosis, repair and maintenance of buses, automobiles, trucks and other District vehicles including gasoline and diesel-powered vehicles; assure shop operations run in a timely manner.

Maintain accurate service and repair history records on transportation vehicles and equipment; monitor and update DMV registrations; road test vehicles to diagnose faults and ensure safe operating condition.

Perform routine maintenance safety checks and inspections of district vehicles and equipment.

Maintain a vehicular preventive maintenance program; prepare and maintain a variety of records, reports and files.

Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Keep records on Hazardous Materials and Material Safety Data Sheets.

Assist California Highway Patrol inspectors with annual safety inspections on buses; may perform inspections of school buses.

Oversee the inventory and purchase of needed parts and supplies; communicate with vendors; prepare and maintain related receipts, records, and purchase orders.

Review and approve parts purchases to maintain an effective operating fleet.

Fabricate parts as required and interact with vendors regarding parts, products and maintenance vehicles, evaluating same and making purchase recommendations.

Read and interpret schematics and diagrams.

Inspect, diagnose, maintain, rebuild and repairs district automotive and other mechanical equipment.

Coordinates vehicle service schedule with transportation operations and other departments.

Introduce new methods and technologies to improve workplace efficiency, quality and safety.

Operate a variety of specialized electronic diagnosis equipment and machinery; operate a variety of office equipment including a computer.

Respond to calls for automotive field assistance, effecting necessary emergency repairs.

Maintain shop area, equipment and materials in a safe, clean and orderly manner; assures compliance with and enforces health and safety regulations.

Monitors compliance of maintenance vehicles with state licensing registration requirements.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and methods of effective leadership.

Techniques and practices of maintenance and repair of heavy and light automotive vehicles.

Safe operation of related tools, equipment and procedures in the overhaul, repair and adjustment of motor equipment and of fuel, ignition, electrical and cooling systems.

Operation, theory and principles of gasoline and diesel-powered engines.

Methods, equipment, tools and materials used in the repair and maintenance of vehicles.

Diagnostic procedures for vehicles and equipment.

Technical aspects of field of specialty.

Shop math applicable to vehicle maintenance.

District and administrative regulations applicable to vehicles utilized in the transportation of students and others.

Health and safety regulations.

Principles and practices of supervision and training.

Operation of a variety of office equipment including a computer.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and objectives.

Inventory methods and practices.

Applicable laws, codes, rules and regulations related to assigned activities.

Record-keeping and report preparation techniques.

**ABILITY TO:**

Understand, carry out and give oral and written instructions in a clear and concise manner.

Plan, oversee and perform, lead others in journey level mechanical work in the inspection, diagnosis, overhaul, repair and maintenance of a variety of District vehicles using various test instruments, tools, and gauges.

Operate specialized equipment used in repairing or servicing of vehicles.

Read and apply technical and mechanical diagrams, schematics and repair manuals.

Analyze situations accurately and adopt an effective course of action.

Understand and follow oral and written directions.

Observe legal and defensive driving practices.

Operate a variety of office equipment including a computer.

Prioritize and schedule work.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.  
Observe health and safety regulations.  
Maintain a variety of records and reports related to assigned activities and personnel.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: several years of increasingly responsible vehicle and equipment maintenance experience including working on heavy-duty vehicles and equipment, performing skilled mechanical work on small engines, and on school buses, and experience in a leadership or supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class B commercial driver's license with passenger and air brake endorsements.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Vehicle repair shop environment and outdoors as needed.  
Driving a vehicle to conduct work.  
Exposure to fumes, dust, dirt, oil and grease.  
Work in extreme temperature conditions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate specialized equipment, tools, computer and standard office equipment and to write and keyboard..  
Visual acuity to read and observe diagrams, manuals, work conditions and recognize color-coded wires and connections.  
Climb, stoop, bend, crawl, kneel, and crouch.  
Auditory ability to carry on conversations in person and over the telephone  
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.  
Standing for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Climbing ladders.  
Ability to drive a vehicle to conduct work.

**HAZARDS:**

Exposure to chemical fumes and vapors such as gasoline and diesel fuel.  
Exposure to noise and varying temperatures  
Working in a cramped or restrictive work chamber.  
Working around and with machinery having moving parts.  
Working from heights.