

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Supervisor, Vehicle Maintenance	CLASSIFICATION:	Classified Supervisors Association (CSA)
SERIES:	Supervisor IV	FLSA:	Non-Exempt
JOB CLASS CODE:	1660	WORK YEAR:	12 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 22 Salary Schedule G
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL: BOARD REVISION:	09-15-05

BASIC FUNCTION:

Supervise, plan, organize, coordinate, and direct the day-to-day operation of the district vehicle repair facility requiring independent judgment and analysis.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Supervise, plan, organize, coordinate, and direct the day-to-day operation of the district vehicle repair facility requiring independent judgment and analysis. **E**

Supervise, train, and evaluate the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; counsel and discipline assigned staff according to district policies and procedures. **E**

Prioritize, schedule, and assign work; receive work orders, and assure accurate, cost effective, and timely completion of work assignments; assist other Transportation Supervisors as necessary. **E**

Attend meetings pertaining to new technology of buses and their fuels, and employee/workplace safety. **E**

Assist assigned supervisor with decision-making made by the Transportation Department which could have a major financial impact on the district; assist in the development of policies and procedures related to the Transportation Department. **E**

Assign and schedule preventive maintenance inspections, maintenance repair, ordering of parts, and inventory control of school buses and related equipment; respond to emergency situations. **E**

Supervise investigations of accidents to determine the cause and extent of damage to involved vehicles; provide technical assistance for emergency vehicle recovery and repair; drive a district vehicle to conduct work; lift and carry heavy objects. **E**

Estimate cost of materials and labor; prepare and submit requisitions for materials and supplies; monitor and review invoices and purchase orders with vendors; assure appropriate stock levels are maintained for the division; assist with annual division budget preparation activities as directed. **E**

Contract for specialized repair services or arranges for off-site repair; authorize and arrange for purchase of unusual tools, parts, and equipment. **E**

Oversee the inspection, maintenance, and shutting down of the fuel island system according to state law; forecast fuel usage, and order fuel based on need; create off-site fuel key accounts and issue fuel keys; make bus ignition keys. **E**

Communicate with district personnel, departments, and others to provide technical information, coordinate activities, and resolve issues, concerns, or questions regarding work orders and scheduling of projects; meet with vendors; confer with district personnel regarding maintenance needs. **E**

Utilize state-of-the-art, two-way radio communications base to communicate with vehicle shop personnel, dispatch, and bus drivers; judge if drivers are fit drive due to exhaustion, drugs, alcohol, etc. **E**

Prepare and maintain a wide variety of safety and state-mandated reports, records, statistical data, and safety reports related to division activities; operate a computer and related software for correspondence, charts, vehicle tracking, employee performance evaluations; use flowcharts for troubleshooting; check invoices and assure proper charges are accurately maintained; submit to appropriate personnel and department as required. **E**

May perform skilled mechanical work in the inspection, diagnosis, repair, and maintenance of school buses, cars, and other equipment. **E**

Provide excellent customer service by establishing positive relationships with those contacted in the course of work; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

ABILITY TO:

Perform the basic function of the position.

Supervise, train, and evaluate the performance of assigned staff.

Prioritize, schedule, and assign work; provide technical assistance to others.

Assure accurate, cost effective, and timely completion of work assignments.

Estimate time and materials needed for repair, cost of materials, and labor.

Maintain records, and prepare written reports.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Diagnose and repair mechanical, electrical, and computerized malfunctions.

Perform gas and arc welding.

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

Lift and carry heavy objects according to safety regulations.

Utilize test equipment, standard and specialty tools, and reference manuals to repair vehicles.

Communicate effectively, and maintain cooperative relationships.

Operate a computer, related software, and standard office equipment.

Judge if drivers are fit to drive.

Analyze situations accurately, and adopt an effective course of action.

Understand and follow oral and written directions.

Meet district standards of professional conduct as outlined in Board Policy.