



TRANSPORTATION FLEET MAINTENANCE SUPERVISOR

Position Summary

The purpose of this position is to ensure the safety and operability of district student transportation vehicles, other district fleet vehicles, grounds equipment, and other types of motorized equipment as assigned. The incumbent exercises supervisor authority by recruiting, assigning, coordinating, evaluating, and directing the work of district mechanics and other support staff. Works closely and collaboratively with other supervisors, administrators, contractors, vendors and other work groups to ensure efficient operations. May provide back-up to other Transportation supervisors, may be designated as Department leader when needed, and may transport students as circumstances require.

Supervisory Relationship

The position reports to the Director of Transportation. This position supervises one or more individuals or teams. Typically supervises the work of non-exempt employees.

Essential Functions

The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.

1. Plans, supervises and directs the maintenance and repair of the District's vehicle fleet, including buses, trucks, and other heavy-duty vehicles.
2. Insures the maintenance of required records pertaining to Oregon Department of Education Annuals, vehicle maintenance records. Develops systems for the safe, efficient, and cost effective management of the assigned function.
3. Assist in annual budgetary planning and KPI reporting, ODE state reporting, grants, and other reports as assigned.
4. Responsible for the selection, supervision and evaluation of assigned staff; assigns work and ensures appropriate training is provided; investigates complaints; recommends and administers disciplinary actions; handles sensitive personnel matters.
5. Supervise billing to other District Departments, school districts with IGAs and contracted clients, tracking and electronic reporting of all shop time.
6. Tracks and approves purchases within established guidelines and in accordance with established procedures.
7. Supervises and evaluates the timeliness, quantity and quality of tasks assigned to employees and contractors.
8. Maintains cooperative and positive working relationships with the public, administrators, staff, contractors, consultants, and public agencies.
9. Enforces compliance with department work rules and safety regulations. Implements safety improvement programs.
10. Assist in determining whether or not buses can safely operate and make recommendations for appropriate actions and/or adjustments regarding school closures, schedules, and bus routing.

11. Acts as a resource for department staff to support problem-solving, staffing shortages and reassignment of staff.
12. Maintains positive and effective working relationships with department staff, students, school personnel and community members from diverse cultures or backgrounds.
13. Performs vehicle and equipment maintenance and repair.
14. Maintains regular and predictable attendance.
15. Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

1. Knowledge and understanding of vehicle and equipment maintenance, diagnostic techniques, and repair work commensurate with a District Fleet Mechanic II.
2. Knowledge of the principles and practices of pupil transportation.
3. Knowledge of pertinent federal, state, and local laws, codes, and regulations, including laws regulating pupil transportation, commercial drivers, and vehicles.
4. Ability to manage a fleet maintenance program using current standards for preventative maintenance as well as meeting all federal and state requirements for maintenance and inspections.
5. Ability to select, train, supervise, coach and evaluate performance of mechanics and other assigned staff. Ability to implement long-range and short-range projects--delegating to appropriate staff, reviewing and monitoring progress towards goals.
6. Skilled in written and oral communication.
7. Knowledge of project oriented organizational methods and skills.
8. Knowledge of job training and adult learning concepts with ability to implement fleet mechanic training.
9. Ability to communicate effectively with a variety of people at various levels in multiple situations, including presentations at public meetings. Ability to provide technical direction and guidance. Ability to communicate work priorities and assignments. Ability to understand and communicate organizational goals and concepts.
10. Ability to maintain accurate records of work performed, labor time, parts ordered/used, prices, descriptions, and other information using both manual and computer systems.
11. Strong interpersonal skills and ability to establish, maintain, and develop cooperative and collaborative work teams.
12. Ability to identify problems and determine effective solutions.
13. Ability to implement safety and accident prevention programs.
14. Must have a safe driving record.

Minimum Qualifications:

1. Must have a valid Class B CDL Oregon Drivers License with air brake endorsement.
2. The ability to obtain an Oregon Department of Education School Bus Driver's Certificate within six months of hire date.

Education:

- Associates Degree in automotive technology or a related field or equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

Experience:

- Minimum of six (6) years experience in automotive mechanics

experience, with a minimum of three (3) of those years working on medium/heavy duty diesel vehicles with air brakes.

- Minimum of two (2) years experience as a supervisor or lead worker duties.

Preferred qualifications:

- Experience working on school buses, and possess an ODE Annual Bus Inspection Certification.
- Experience managing a vehicle or commercial vehicle repair shop.
- Experience working with business tools like: Microsoft Office, Business Plus, Dossier, and Google Suite.
- Possession of Oregon School Bus Driver certificate.
- Bilingual proficiency and/or multicultural experience strongly preferred.

Applicants must complete a criminal background check prior to employment.

(Note: Applicants may be considered who have comparable, but not identical, professional experience in automotive maintenance or closely related fields. To be considered, candidates must be able to demonstrate how their experience is equivalent to the stated minimum qualifications)

Work Environment:

- Requires prolonged sitting and/or standing, physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; stooping, kneeling, crawling, bending, turning, reaching, climbing, and balancing. Work indoors and outdoors year round in sometimes noisy environments and around dust, fumes, and odors. May include work at elevations requiring fall protection equipment.
- The Transportation Fleet Maintenance Supervisor may be required to work after hours and or weekends as circumstances require. IE responds to bus emergencies, facility emergencies, and hazardous weather conditions.

(Note: The statements contained herein reflect the general details as necessary to describe the essential functions of this position, the level of knowledge, skills, and abilities typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload. Generally, this position requires working beyond 40 hours a week to be successful.)

ADDITIONAL INFORMATION	
Employee Unit	MAPS
Pay Grade	Grade 5 – 12 Month Calendar
Approved by	Karen M. Hardin, Director of Human Resources
Last Revised	August 12, 2022