

## Vehicle Maintenance Manager

Classified Position - 7911

<u>Salary</u> Specialized Classified Position per Salary Schedule	<u>Days</u> 260	<u>Reports to:</u> Director of Transportation
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### SCOPE OF RESPONSIBILITIES

Plan, organize, coordinate and direct the repair and servicing of school buses, trucks and other gas and diesel-powered automotive equipment; coordinate purchasing, dispersing and accounting functions

### REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Plan, organize, coordinate and direct activities of assigned personnel; perform additional supervisory duties in the absence of the Director
2. Assign, supervise and participate in major and minor mechanical repairs on buses and other light motorized equipment; diagnose diesel internal combustion engine maintenance problems
3. Supervise scheduling for preventive maintenance of vehicles
4. Diagnose, supervise and participate in skilled and semi-skilled repairs of mechanical defects in buses, automobiles, trucks and other gas and diesel-powered automotive equipment
5. Determine priority of work orders and their assignment to personnel; plan, organize and schedule work flow of trades employees as assigned; advise and assist assigned personnel; assure timely completion of work
6. Maintain records and reports as necessary; coordinate purchasing, dispersing and accounting functions; monitor and control budget as assigned
7. Conduct in-service training programs for employees and equipment suppliers for new techniques in mechanical repairs
8. Assist in the selection of new employees; train, supervise and evaluate assigned employees; recommend disciplinary action or promotion when appropriate; review completed work and provide feedback as necessary
9. Attend meetings, seminars, training classes and maintenance clinics
10. Initiate requisition for materials and equipment; authorize small purchases from local vendors; maintain adequate inventory of parts, equipment and supplies used in repairing and servicing motorized vehicles
11. Assure proper use of tools, tool room equipment, maintenance and safety practices
12. Establish and implement prudent shop safety policies and procedures
13. Maintain regular and predictable attendance
14. Adhere to the professional code of ethics
15. Successfully utilize technology as appropriate in job function
16. Perform other duties as assigned

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Tools, equipment and procedures used in the general overhaul, repairs and maintenance of automotive equipment
- Principles of internal combustion engines
- Basic technologies involved in electrical, hydraulics and fuel systems
- Record-keeping techniques
- Complete bus, truck and cab vehicle maintenance operation
- Health and safety regulations
- Technical aspects of field of specialty
- Interpersonal skills using tact, patience and courtesy
- Applicable sections of Kentucky Administrative Regulations and other applicable laws
- Gasoline and diesel engines
- Principles and practices of supervision and training

**ABILITY TO:**

- Coordinate, supervise and participate in the repair and servicing of school buses, trucks and other automotive equipment
- Diagnose malfunctions of and make mechanical repairs to a variety of vehicle equipment
- Operate equipment used in repairing or servicing motorized equipment
- Coordinate activities with other maintenance sections
- Supervise, train and evaluate others
- Evaluate quality of work performed by subordinates
- Set priorities, schedule and assign work
- Make arithmetic calculations quickly and accurately
- Work independently with little direction
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and time lines
- Maintain records and prepare reports
- Work as a team

**PHYSICAL DEMANDS**

	<b>Seldom/Rare</b>	<b>Occasional</b> (up to 1/3 of work day)	<b>Frequent</b> (1/3 to 2/3 of work day)	<b>Repetitive</b> (2/3 or more of work day)
Standing/Walking				X
Sitting		X		
Handle/Finger/Feel				X
Reach/Push/Pull				X
Bend/Stoop/Crouch				X
Kneel/Crawl		X		
Climb/Balance		X		
<b>Lift/Carry</b> (Check Frequency)				
Up to 10 lbs.				X
Up to 20 lbs.				X
Up to 50 lbs.			X	
Up to 100 lbs.		X		
Over 100 lbs.		X		

**MINIMUM QUALIFICATIONS**

1. Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. Five years increasingly responsible experience in the repair and maintenance of light and heavy automotive and power-driven equipment
3. Valid Kentucky Commercial Class B driver's license; ASE Certification