

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: VEHICLE MAINTENANCE SUPERVISOR**

**JOB GOAL:** Supervise the operations of vehicle maintenance and the mechanic shop, which includes scheduling and the oversight of all vehicle maintenance; determine needed repairs and/or replacements on a vehicle and equipment; ensure the availability of vehicles, tools and equipment in a safe operating condition; and organize and provide written documentation of repairs to meet District, state and federal requirements.

**QUALIFICATIONS:**

Knowledge of:

1. Provisions of the California Motor Vehicle Code, California State Education Code, Title 13, District policies and requirements and other related regulations relative to the operation of vehicles used in the transportation of students.
2. State of the art methods, knowledge and experience for electric motors, gasoline, compressed natural gas, and diesel engines, equipment, welding, body work, materials, tools and practices used in the automotive, truck or bus fields to maintain equipment.
3. Applicable laws, codes, and regulations.
4. Coordinating and scheduling a multi-faceted transportation system.
5. Safety rules and regulations for this position.
6. Correct English usage, spelling, grammar, punctuation, and math.

Ability to:

1. Read and apply operation and technical manuals, parts catalogs, schematics; interpret specifications; estimate labor; order parts and estimate material costs.
2. Supervise the scheduling of all maintenance and repair work on buses, automobiles, trucks, tractors, electric carts and other mechanical equipment using diesel, gas, and alternative fuels.
3. Train and remediate department staff in vehicle maintenance.
4. Use effective and professional communication within the scope of the job duties.
5. Develop, maintain and organize detailed records.
6. Plan, prioritize, schedule, assign, direct, coordinate and oversee work and multiple projects.
7. Use a computer and applicable software.
8. Understand and follow a variety of complex oral and written instructions in an independent manner.
9. Read, interpret, apply, and explain rules, regulations, policies and procedures.
10. Meet schedules and timelines.
11. Ensure vehicle fleets are in good working order and safe and ready for use.
12. Prepare design sketches and layouts.
13. Inspect the work of department staff and contractors.
14. Make emergency and permanent repairs on a variety of equipment.
15. Encourage and foster teamwork among mechanical staff.

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Ability to (continued):

16. Be a productive and active team member.
17. Work successfully with diverse groups of people.
18. Present and maintain a pleasant appearance and demeanor.
19. Make accurate and timely decisions.
20. Handle all matters in a tactful, courteous, and confidential manner to maintain and/or establish excellent public relations.
21. Establish and maintain effective rapport with students, staff, law enforcement agencies, parents, and community members.
22. Establish and maintain effective working relationships with others.

**Training and Experience:****Education:**

1. High School Diploma or equivalent is required.

**Experience:**

1. Six (6) years recent full-time experience in the automotive, truck or bus fields, including experience as a lead mechanic or similar position is required.
2. A minimum five (5) years of experience in school bus maintenance is desired or combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
3. A minimum three (3) years of recent experience in operating a comprehensive maintenance program is desired.
4. Possession and maintenance of a valid Class B California Commercial Driver's License with passenger endorsement; have an acceptable driving record and be insurable at standard rates by the District's insurance carrier and maintain such insurability during employment.
5. A work history demonstrating reliability and good attendance.

**REPORTS TO:**                      Director of Transportation or designee

**ESSENTIAL FUNCTIONS:**

1. Provides leadership to staff, plan, coordinate and oversee the work of outside vendors; diagnoses and determines appropriate parts and repairs for vehicles and equipment.
2. Supervises and evaluates mechanics in the maintenance and repair of District transportation equipment such as buses, trucks, electric carts and automobiles, as well as all other gasoline and diesel-powered equipment.
3. Guides, directs, anticipates, and supervises all mechanic work.
4. Performs skilled mechanical work.
5. Schedules and conducts surveys of District vehicles to determine need for maintenance, repair, or replacement.
6. Provides orientation and training on the proper uses of the equipment to District personnel.
7. Estimates useful life of existing vehicles and prepares replacement schedules and costs.
8. Works with the lead mechanic.
9. Operates power tools and equipment.
10. Cooperatively works and communicates with other District divisions as necessary.
11. Oversees assigned work and projects.

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### **ESSENTIAL FUNCTIONS** (continued)

12. Organizes and establishes priorities for emergency, urgent and routine repair requests.
13. Plans, schedules, coordinates and oversees multiple projects.
14. Assists in the preparation of work quotes and work.
15. Follows department procedures to procure parts, equipment and services under the direction of the Director of Transportation or designee.
16. Provides input for the preparation of the annual transportation budget.
17. Maintains a variety of electronic and hardcopy records to account for labor, materials, tools, equipment, schedules and project costs.
18. Trains department staff in vehicle and equipment technologies and repair requirements.
19. Implements safety regulations and practices.
20. Conducts safety meetings as required.
21. Uses a computer and applicable software.
22. Communicates with administrators, other District staff, parents and the community using diplomacy and discretion to solve problems; helps other members of the staff to meet the needs of the District.
23. Coordinates and schedules with state agencies and repair services for the purpose of completing mandated inspections and needed repairs.
24. Communicates status of assigned projects and safety inspections to the Director.
25. Communicates staff attendance to the Director of Transportation and support staff.
26. Uses safety equipment and devices as appropriate for position.
27. Follows stockroom and tool control procedures and practices.
28. Performs other related duties as required.

*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 principal job elements.*

### **PHYSICAL ABILITIES:**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk for sustained periods of time.
5. Able to sit for sustained periods of time.
6. Able to sustain strenuous manual labor for four (4) to six (6) hours.
7. Able to work in a wide range of temperatures and weather conditions.
8. Able to work at various elevations on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
9. Able to operate a variety of powered industrial vehicles, equipment, and tools associated with the position.
10. Able to climb slopes, stairs, steps, ramps, and ladders regularly with speed and safety.
11. Able to lift or carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
12. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.
13. Able to demonstrate manual dexterity necessary to operate tools and equipment in a safe and effective manner.
14. Able to operate a motor vehicle in a safe and effective manner.
15. Able to work with and around the materials, chemicals, and equipment common to the vehicle mechanic industry.

