

## **Vail School District Job Description**

**Job Title:** Fleet Operations Supervisor

**Department:** Transportation

**Reports To:** Director of Transportation

**FLSA Status:** Exempt

**Level:** 24

**Approved:** 09/10/2019

**SUMMARY:** Responsible for providing leadership for the day-to-day operation of district school buses, vehicles and equipment. Directly supervises all shop personnel, including all mechanics, and shop clerks. Advises Director of Transportation on all district vehicle-related matters, shop budget, parts inventory, fuel purchases, repairs and maintenance efficiencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Ensures all school buses, district vehicles, and district equipment assigned for repair and/or maintenance to the shop are safe to operate.
- Develops and maintains safe shop practices and ensures shop is kept in a safe and orderly condition at all times.
- Ensures district vehicles meet all ADOT, state annual inspection, and preventative maintenance requirements.
- Supervises shop personnel to include shift and time assignments, assigning and approving overtime, providing necessary counseling or coaching, preparing evaluations, and recommending necessary corrective action.
- Ensures shop personnel receive required training to include acquiring and maintaining bus mechanic certifications.
- Plans, coordinates, and oversees the maintenance and repair of school buses and a variety of District vehicles.
- Determines day-to-day maintenance and repair priorities, both scheduled and unscheduled, to ensure the most efficient use of time and resources.
- Performs duties as a certified mechanic in the repair and maintenance of vehicles and equipment.
- Manages parts inventory, to include composition of the parts inventory, determination of inventory levels, ordering, and periodic inventory of all parts on hand.
- Maintains software programs for fuel delivery and maintenance systems.
- Assists in the management of the shop budget, to include providing input on budget development, monitoring, and the most efficient use of public monies.

- Ensures all the shop works areas are organized, clear of hazards, and maintained properly.
- Ensures shop equipment is properly maintained, safely operated, and that any required inspections are conducted in a timely manner.
- Maintains all school bus and district vehicles records.
- Attends professional committees and department staff meetings.
- Advises on all new vehicle specifications and purchases, as well as bus replacement plans.
- Assists in investigating and reporting accidents as required.
- Assists in coordinating appropriate response to emergency breakdowns and the repairs of district vehicles at the emergency site or the retrieval of district vehicles from the emergency site.
- Instructs and assists fleet mechanics and bus drivers in the use of specialized tools, applicable software, equipment, and materials.

### **SUPERVISORY RESPONSIBILITIES**

This position directly supervises all transportation fleet mechanics, and other shop personnel as assigned.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION AND/OR EXPERIENCE**

- High school diploma or high school equivalency diploma (GED), plus specialized courses in repair and maintenance of both gasoline and diesel engines.
- Minimum three years experience in light, medium, and heavy-duty truck repair.
- Minimum two years lead supervisory experience over mechanics and/or service repair department.
- Preferred three years of demonstrated experience managing a vehicle service repair department.
- Preferred experience driving or repairing/maintaining a school bus.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Director of Transportation.

### **KNOWLEDGE**

- Principles and practices of vehicles and equipment maintenance.
- Principles and practices of fleet management.

- Equipment, tools, and materials used in vehicle and equipment maintenance activities and services.
- Principles of supervision and training.
- Basic budgeting principles.
- Pertinent local, state and federal laws, ordinances, and rules relevant to the job.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondences. Ability to speak effectively to employees of the department.

### **COMMUNICATION SKILLS**

Listens and gets clarification; responds well to questions; Demonstrates group presentation skills; Leads or participates in meetings; Ability to read, analyze, and interpret policies and procedures, financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to effectively present information to administration, the governing board, district staff, and members of the community.

### **MATHEMATICAL SKILLS**

Ability to work with arithmetical calculations using addition, subtraction, multiplication and division. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Ability to obtain within 30 days and maintain First Aid and CPR certificates.
- Ability to obtain within 30 days and maintain an Arizona commercial drivers license (CDL).
- Ability to obtain an Arizona school bus license, have an acceptable driving record, and current personal auto insurance coverage.
- Possess a minimum of four (4) certificates in any field related to auto or diesel mechanics, including but not limited to ASE Certification or six years in the field experience with a minimum of six (6) certificates of attendance or certification for related classes, or a combination thereof; graduated from an auto or diesel mechanics course or trade school; or trained for this position in the military.
- Must pass the Transportation physical agility test and annual/random/for cause drug and/or alcohol screening.

## **ETHICS**

Interacts with drivers, monitors, mechanics, vendors, and others with patience, professionalism, and respect; Keeps commitments; Inspires the trust of others; Works with integrity and in an ethical manner; Upholds District values; Adheres to the District's ACT Statement.

## **JUDGMENT**

Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes time decisions. Understands business implications of decisions; displays orientation to fiscal responsibility. Works within approved budget; develop and implements cost savings measures; conserves District resources.

## **SAFETY AND SECURITY**

Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to walk, reach with hands and arms and talk and hear. The employee is frequently required to stand; sit; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must regularly lift, push, pull, twist and/or move moderate to heavy amounts of weights. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must be physically able to perform strenuous work and in sufficient physical condition to safely perform the duties of the position. The employee will be required to respond to call-outs and emergencies after regular working hours and on weekends and must be willing to work an irregular schedule at times.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to hot, windy, wet and/or humid conditions; and dust, grease, fumes, or airborne particles. The noise level in the work environment is usually moderate but may sometimes be loud.