



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

SUPERVISOR – TRANSPORTATION SHOP

DEPARTMENT/SITE: Transportation

SALARY SCHEDULE: Classified Supervisory

SALARY RANGE: 9

WORK CALENDAR: 261 Days

REPORTS TO: Director of Transportation

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director of Transportation, the Supervisor – Transportation Shop oversees the repairs of all District vehicles to assure safety and efficiency of the fleet; oversees the work of major or minor repairs, assures that all vehicles and equipment receive proper preventive maintenance; organizes work and requisition of parts; supervises and evaluates the performance of assigned personnel; is responsible for applying extensive knowledge of District vehicle needs, fueling infrastructure, and Governmental laws and regulations; is responsible for compliance of District and department policies and achievement of results consistent with District goals and objectives. The incumbents in this classification provide the school community with student transportation services which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS

The position of Supervisor – Transportation Shop is distinguished from the Supervisor – Transportation Operations in their assignment to oversee the repairs, preventative maintenance, and requisition of automotive parts for all District vehicles; supervises and evaluates the performance of assigned Shop personnel.

The position of Supervisor – Transportation Operations oversee student transportation services and activities, and performs the functions of Trainer, Dispatcher, Router and Bus Driver as needed; supervises and evaluates the performance of assigned Transportation Operations personnel.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists and oversees the acquisition, implementation, and training of shop employees on technology to maintain records and vehicle diagnostics within the scope of the vehicle maintenance facility.
- Ensures that automotive parts, supplies, materials, and required items are available to maintain the needs of the Transportation school bus vehicle maintenance shop.
- Establishes and implements prudent shop safety policies and procedures.
- Maintains all records and reports for federal and State agencies to remain compliant; maintains all records for school buses, and District vehicles, oversees all California Highway Patrol (CHP) inspections.
- Monitors and maintains underground storage tanks for diesel and gasoline; maintains Compressed Natural Gas (CNG) compressor system to refuel (CNG) vehicles.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Participates in the selection of vehicle maintenance staff; works with employees to correct deficiencies.
- Participates in Transportation department budget process by researching and reviewing past vehicle repair and service activity, analyzing upcoming maintenance schedules, submitting recommendations, and monitoring approved expenditures.
- Prepares annual reports for State Board of Equalization on underground fuel tanks, compressed natural gas, and reports to California Energy Commission on new school buses.
- Researches future emission requirements and solutions for District fleet vehicles; creates goals and implements plans to maintain compliance of future emission requirements.
- Schedules and oversees the removal and disposal of hazardous waste materials from the service facility.
- Schedules preventative maintenance, repairs, and certifications; rebuilds projects to assure timely completion.
- Schedules, coordinates, and assigns work of Mechanics and other staff, and operational activities for vehicle maintenance shop and fueling infrastructure; determines the priority of work orders.
- Supervises and evaluates the performance of assigned staff to ensure that work quality, production, and staff performance are meeting established standards and expectations; recommends disciplinary and other personnel related actions; trains personnel in assigned areas.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Knowledge of Federal Motor Vehicle Safety Standards (FMVSS)
- Vehicular operational and safe laws, regulations and standards, particularly as they apply to motor carriers
- Job scheduling techniques
- Budgeting procedures
- Automotive and heavy equipment manufacturers' system design and diagnostics
- Standard practices, techniques and tools used in repairing, maintaining, and overhauling gasoline, diesel, mechanical, CNG, and electrically powered bus and automotive equipment
- Principles and methods used in preventive maintenance for automotive equipment
- Work hazards, safe work practices, and the procedures for handling and disposing of hazardous materials and refrigerants
- Service documentation requirement and practices and sufficient skill to write clear reports of service activity
- Supervisory principles and practices
- Math skill to read, record, and compute project costs, measurements, ratios, and volumes
- Sufficient human relations skill to conduct training, and convey technical concepts, rules, and regulations to staff members
- Record-keeping and report preparation techniques

Skills and Abilities to:

- Analyze vehicle maintenance problems and take corrective actions
- Interpret plans and specifications
- Optimize use of personnel and space when coordinating and plan work of vehicle maintenance staff members
- To maintain accurate records and prepare and distribute mandated forms on a timely basis
- Train, establish quality standards and review performance
- Estimate scope of work assignments in terms of labor and materials and schedule repairs on a timely basis

- Evaluate schedules and meet deadlines
- Plan and organize activities
- Administer first aid
- Interpersonal skills using tact, patience and courtesy with students, administration, and staff
- Prepare and maintain records and reports
- Use English in both written and verbal form
- Use standard office equipment; operate computer and applicable software
- Establish and maintain cooperative working relationships with staff, students and the public
- Work independently
- Make common sense decisions in potentially critical situations
- Apply integrity and trust in all situations
- Learn District organization, operations, procedures, policies, objectives and goals

RESPONSIBILITY:

Responsibilities include working under limited supervision using standardized practices and/or methods; managing a department; and tracking budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Associate's degree with coursework in automotive technology or equivalent.

Industry certifications may substitute for some higher education.

EXPERIENCE REQUIRED:

Six (6) years increasingly responsible experience in heavy and light equipment maintenance and repair including two (2) years as a team leader.

LICENSE(S) REQUIRED:

- Possession of a valid California Class A or B Commercial Driver's License with appropriate endorsements and remain insurable at the District's standard insurance market rate. Current DMV report.
- U.S. Department of Transportation DL-51 Medical Examiner's Certificate
- Automotive Service Excellence (ASE) certifications

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam F through District's provider at District's expense
 - Post-employment random drug screen testing, as currently required under DOT regulations, to maintain California Commercial Driver's License through District's provider at District's expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work takes place indoor and outdoor, and requires sitting, standing or walking for extended periods of time
- Lift or carry items up to 50 lbs.
- Exposure to bio-hazard materials, contact with engine fluids and cleaning agents
- Physical abilities include stooping/crouching, reaching/handling, bending at the waist, kneeling, crawling or crouching to inspect vehicles, retrieve, and manipulate materials
- Hearing and speaking to exchange information
- Visual acuity near/far to inspect vehicles and to see computer screen
- Drives a school transportation vehicle