



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **SHIFT SUPERVISOR**

QUALIFICATIONS:

1. High School diploma or GED.
2. The minimum requirements for a drivers license are a valid NJ Class B commercial driver license with air brake endorsement, passengers endorsement with a mechanics restriction.
3. Three (3) years experience in the automotive field or graduated from a technical automotive school.
4. Must have knowledge of Microsoft Office Excel, Outlook, Word, Works and Money programs.
5. Must have knowledge of using computers for vehicle diagnostics and maintain data for vehicle maintenance program.
6. Must have the ability to maintain a positive work environment with strong interpersonal and communications skills.
7. Must have the leadership ability to give direction and supervise subordinates, including delegation of duties, establishing work plan and setting goals for the department and its employees.
8. Must be able to understand, remember, and carry out all oral and written directions given by district employees and district administration.
9. Must be able to assist in maintaining efficient work and maintenance schedules.
10. Must possess appropriate mechanical training and skills to analyze, evaluate, and diagnose any repairs needed to all district equipment.
11. Must have the ability to be flexible in the work schedule for either shift coverage.

QUALIFICATIONS: (cont)

12. Must be able to work with oil, grease, fuel, soaps and other vehicle fluids on a daily basis
13. Must be able to work outside in the weather to evaluate, maintain and repair district vehicles.
14. Must be able to sit, bend and stand for long periods of time to review paperwork, input computer data, evaluate and work on vehicles.
15. Must be able to lift and carry vehicle components of seventy-five (75) pounds 15% of the time.
16. Must have ability to speak, read and write in English.
17. Required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Supervisor of Vehicle Maintenance or Transportation Administrator.

SUPERVISES: All shop personnel

JOB GOAL: To provide a safe and reliable fleet of vehicles to provide for the safe transportation of students.

PERFORMANCE RESPONSIBILITIES:

1. Shall perform all duties in the most efficient manner possible and cooperate with all district employees and all co-workers in the interest of the school district.
2. Oversee all aspects of fleet maintenance. Provide accurate record keeping of vehicle maintenance. Establish effective use of personnel and equipment within the guidelines of safety and efficiency.
3. Submit paperwork to claim and recover manufacturer's warranty for new vehicles.

4. Responsible to maintain district vehicles according to state and local regulations and requirements established by Jackson Township BOE to ensure the safety of its passengers.
5. Directly responsible for effective shift supervision and work performance of assigned staff by assigning daily work assessments.
6. Handle shop communications; answer the telephone, Nextel, beepers, e mail and radio when needed.
7. Responsible to plan and coordinate work schedules for vehicle maintenance and schedule employees accordingly.
8. Assist in the recommendation of candidates for employment in vehicle maintenance positions within the transportation department in accordance with district procedures.
9. Monitor and record daily absenteeism records.
10. Responsible to recommend disciplinary action when required in accordance with contractual terms and district procedures in a fair and consistent manner.
11. Responsible for supervision and evaluation of departmental staff in accordance with district procedures including recommendations for non-renewal of employment.
12. Assist in the development of all shop procedures, including repairs, preventive maintenance, purchasing, safety and training programs and the over all operation of the fleet maintenance facility.
13. Record either on paper or in the computer, all information of repairs performed on all district vehicles. This includes but is not limited to employee records, vehicle records, fuel, fluids, parts, supplies, equipment use and inventory. Record repairs for all district vehicles including in house repairs, out side service. Record parts purchased, purchase orders, invoices and warranty information. Every aspect of vehicle maintenance shall be recorded in compliance of federal, state, local and district laws and procedures.
14. Must maintain, control and record inventory, monitor the inventory use and avoid waste and theft.
15. Order parts and supplies required for completing vehicle or equipment repairs. Supervise the diagnosing, assigning, and repairing of district vehicles and equipment. Verify mechanics performance and times.

16. Check and take all necessary safety precautions in performing work to obtain, store, safeguard, distribute, and properly use needed equipment, materials, and supplies.
17. Handle road calls quickly and efficiently.
18. Assist in determining the cause in accident investigation.
19. On site and in the field, perform mechanical work on school vehicles, automobiles, trucks, and other motorized and mechanical equipment, including maintenance equipment, sanitation, recycling equipment and all other District equipment of a heavy and light duty nature.
20. Transport vehicles as needed or directed.
21. Pick up and deliver parts, equipment, paperwork and information if needed or directed.
22. Remove snow from the shop, fuel pump area and walkways around transportation. Spread salt or sand on icy areas if needed or directed.
23. Remove and replace camera hard drives and VCR tapes from school vehicles.
24. Extract information from the computer systems as needed.
25. Direct employees to clean the work area after each repair and return all tools back to the proper storage area.
26. Promote high standards of safety and good housekeeping methods in work connected areas, and to delegate and oversee all work performed by other mechanics.
27. Must be clean and neat in appearance at all times and wear the uniforms supplied by the Board of education
28. Perform any other tasks assigned by the Supervisor of Vehicle Maintenance or Transportation Administration.

TERMS OF

EMPLOYMENT: Twelve (12) month employee with work day schedule to be determined by the Transportation Administrator. Salary determined by the appropriate contract.

EVALUATION: Performance of this job will be evaluated in accordance with state law and provisions of the board's policy on evaluation of non-certified staff.

APPROVED BY: Board Agenda

DATE: 3/27/12

REVISED: _____