



JACKSON SCHOOL DISTRICT

Jackson, New Jersey

TITLE: **SUPERVISOR OF VEHICLE MAINTENANCE**

QUALIFICATIONS:

1. High School diploma or GED.
2. The minimum requirements for a drivers license must posses 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 bus or truck repair industry.
4. Appropriate knowledge and experience in the supervision and operation of a school vehicle maintenance facility, including knowledge of state and local regulations and requirements
5. Must have knowledge of Microsoft Excel, Word, Outlook, Works and Money programs.
6. Must have knowledge of using computers for vehicle diagnostics and input and maintain data for vehicle maintenance program.
7. Must have the ability to maintain a positive work environment with strong interpersonal and communications skills.
8. 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
9. Must be able to understand, remember, and carry out all oral and written directions given by district employees and district administration.
10. Must be able to assist in maintaining an efficient work and maintenance schedules.

QUALIFICATIONS: (cont)

11. Must possess appropriate mechanical training and skills to conduct, evaluate, order parts, and analyze all school bus and district vehicle maintenance on how to make repairs, diagnose and assist in the repairs of all equipment
12. Must have the ability to be flexible in the work schedule for varied shift coverage when needed.
13. Must be able to work with oil, grease, fuel, soaps and other vehicle fluids on a daily basis.
14. Must be able to work outside in the weather to evaluate, maintain and repair district vehicles.
15. Must be able to sit, bend and stand for long periods of time to review paperwork, input computer data, evaluate and work on vehicles.
16. Must be able to lift and carry vehicle components of seventy-five (75) pounds 15% of the time.
17. Must have ability to speak, read and write in English.
18. Required criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Transportation Administrator or Business Administrator/Board Secretary.

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:

Operational

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. Directly responsible to maintain and repair all district vehicles and equipment in a safe, and efficient manor according to state and local regulations and standards, established by the Transportation Administrator and the Board of Education.
3. Directly responsible for recommendation of candidates for employment in vehicle maintenance positions within the transportation department in accordance with district procedures to the Transportation Administrator.
4. Directly responsible to develop specifications for purchase of vehicles, equipment and parts and submit them to the Transportation Administrator.
5. Directly responsible for development and implementation of an effective program of preventive maintenance for all district vehicles and equipment within the guidelines industry standards and NJ MVC laws.
6. Directly responsible for development and implementation of an effective program of shop operating procedures, including shop coverage, accident procedures, vehicle repairs, purchasing, safety and training programs and the over all operation of the fleet maintenance facility.
7. Diagnosis vehicle problems through computer programs, mechanical judgment, past vehicle and fleet history. Advise and assist employees on how to make repairs in a safe and efficient manner.
8. Directly responsible to record either on paper or with computer input, all information performed on vehicles equipment and services. This includes, but is not limited to, employee records, vehicle records, fuel, fluids, parts, supplies, equipment use and inventory. Also repair for all district vehicles performed on all of the district vehicles including out side service repairs. Parts purchases, 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.
9. Directly responsible to oversee all aspects of fleet maintenance in reference to service. Provide accurate record keeping of vehicle maintenance. Establish effective use of personnel and equipment along the guidelines of safety and efficiency. Recover manufactures warranty for new vehicles.

PERFORMANCE RESPONSIBILITIES: (cont)

10. Directly responsible to develop and implement an efficient and secure system of inventory control. Implement correct procedures of maintaining and purchasing of parts and supplies.
11. Directly responsible to promote high standards of safety and good housekeeping methods in work connected areas. To delegate and oversee all work performed by shop personnel. Direct employees to clean the work area after each repair and return all tools back to the proper storage area. This includes maintaining a safe, clean maintenance facility inside and outside.
12. Directly responsible to keep all lines of communication open to all district employees, including administrators, department heads, office personnel, shift supervisor, drivers and shop personnel. This includes handling shop communications verbally, by letters, e mail messages, answer the telephone, Nextel, beepers and radio when needed.
13. Check and take all necessary safety precautions in performing work to obtain, store, safeguard, distribute, and properly use needed equipment, materials, and supplies.
14. Directly responsible to arrange for legal disposal of toxic chemicals, oils and tires within the guidelines of the D.E.P. and other agencies and maintain records of all transactions.
15. Handle road calls quickly and efficiently.
16. Investigate, review, evaluate and determine the cause in vehicle accidents.
17. Transport vehicles as needed or directed.
18. Pick up and deliver parts, equipment, paperwork and information if needed or directed.
19. Remove snow from the shop and fuel pump area and walk ways around transportation. Spread salt or sand on icy areas if needed or directed.
20. Remove and replace camera hard drives and VCR tapes from school vehicles as needed or directed.
21. Extract information from the computer systems as needed.
22. Must be clean and neat in appearance at all times and wear the uniforms supplied by the Board of education.

Personnel

1. Directly responsible for effective supervision of assigned vehicle maintenance staff including observation and evaluation of assigned personnel and to assist in the discipline of all assigned employees by maintaining an active "down to business" atmosphere.
2. Directly responsible for supervision over assigned employees, keeping contact during work performance, to assure proper repair action, approved part or component replacement and have full knowledge of work performed and give approval when job is completed.
3. Directly responsible to develop and implement a program of shop safety and review the procedures with the assigned staff.
4. Directly responsible to develop and implement a program of effective training for assigned maintenance staff and assist in the training and re-training of the drivers and aides.
5. Directly responsible to implement an effective work schedule to District and Departmental requirements. Assign work to employees. Responsible for prompt distribution of assignments. Keeping all work current and prevent idle time. Verify employees are punching time cards and report on time.
6. Responsible for supervision and evaluation of departmental staff in accordance with district procedures including recommendations for non-renewal of employment.
7. Directly responsible to recommend disciplinary action when required in accordance with contractual terms and district procedures in a fair and consistent manner.
8. Monitor and record daily absenteeism records.

Financial

1. Directly responsible to develop and control the Transportation Department's maintenance budget and expenditures.
2. Directly responsible to compile and submit information needed to the Transportation Administrator for future budget allocations.
2. Directly responsible to compile and submit information needed for state reimbursement for new vehicle stop arms

3. Directly responsible to compile, submit and receive warranty reimbursements from vendors and manufacturers.
4. Directly responsible to maintain and control inventory, monitor the inventory use and avoid waste and theft.
5. Directly responsible to order parts and supplies required for completing vehicle repairs
6. Directly responsible to create and submit purchase orders for parts and supplies purchased for repairs. Submit the purchase orders to the Transportation Administrator and monitor expenditures and work with in the budget.
7. Perform any other tasks assigned by the Transportation Administration or Business Administrator/Board Secretary.

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: _____