



NEW: Submitted:  
07/17/2019 07/16/2019

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|------------------------|--------------------------------|
| JOB TITLE:             | SUPERVISOR VEHICLE MAINTENANCE |
| DIVISION               | OPERATIONS SERVICES            |
| SALARY SCHEDULE/GRADE: | II, GRADE 8                    |
| WORK YEAR:             | AS APPROVED BY THE BOARD       |
| FLSA STATUS:           | EXEMPT                         |
| JOB CLASS CODE:        | 8789                           |
| BARGAINING UNIT:       | CLAP                           |

#### SCOPE OF RESPONSIBILITIES

Supervises the maintenance of school buses and Board owned cars and trucks. Responsible for purchasing of new vehicles per KDE specifications and oversees fuel service at all bus compounds/garages.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates the general maintenance of all vehicles

Assists in supervising compound attendants and their job responsibilities

Assists in scheduling interviews for mechanics, supervisors and make recommendations

Conducts in-service training sessions with mechanics to ensure the unit stays abreast of the latest technological development in automotive repair

Conducts evaluations of the productivity of employees and makes appropriate recommendations concerning an employee's performance

Recommends measures to improve efficiency, production and new equipment purchases for the fleet

Tracks all safety training, Automotive Service Excellence certification, Commercial Driver's License certification, Department of Transportation physicals for all employees and maintains a database of employees

Assists in all warranty issues for buses and support vehicles

Assists with revisions and implementation of Vehicle Maintenance Department Standard Operating Procedures

Assists with bid specifications for replacement support vehicles: engine, tire size, etc. for standardization of support vehicles

Represents Jefferson County Schools on Kentucky School Bus Specification Committee

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

#### PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful experience in requisitions and in budget preparation and control preparing

Ability to communicate effectively, organize and supervise employees

| DESIRABLE QUALIFICATIONS   |
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| ASE Master Certification   |
| Previous experience as administrator or vehicle maintenance in urban school district |
| Skills in preparing written composition  |
| Ability to work with people in a positive manner                                     |
| Experience in a diverse workplace  |