



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

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
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