



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 (951) 765-5100

VEHICLE MAINTENANCE SUPERVISOR

JOB SUMMARY

Under general direction to schedule, assign and coordinate the maintenance and repair of Hemet Unified School District vehicles, including those of other districts that contract for services; to direct and/or personally perform skilled, journeyman work in the diagnosis, overhaul, repair and preventive maintenance of diesel, gasoline and compressed natural gas powered vehicles; to assign and supervise the activities of assigned employees; and to do other related work as may be required.

DISTINGUISHING CHARACTERISTICS

This is a single position class reporting to the Director of Transportation Internal & External. An incumbent is responsible for overall operation and performance of the District's vehicle maintenance shop and must be skilled in the diagnosis, overhaul, repair and preventive maintenance of diesel, gasoline, and compressed natural gas powered school buses as well as other District operated vehicles. The position requires the ability to supervise work for efficient utilization of staff, be able to train and supervise employees and to coordinate their duties and work schedules for maximum efficiency.

ESSENTIAL FUNCTIONS

Receive and write up descriptions of vehicle malfunctions and perform preliminary diagnosis; distribute work assignments to workers; train, guide, oversee and correct the work of assigned employees; inspect work in progress and upon completion; inspect and make determination for parts replacement, purchase parts and maintain parts stock room inventory; purchase fuel, oil, tires, tubes and wheels and maintain tire inventory; assist in developing specifications for new vehicles and equipment; dispatch mechanics for road service calls; supervise tire shop, bus washing, and vehicle housekeeping activities; maintain regular contact with Districts that contract service regarding servicing and maintenance programs; participate in all phases of the work by performing overhaul, maintenance, and repair on all vehicles; keep time, labor and material records, and vehicle maintenance history files; assure that safety and health standards are observed; assure regulatory compliance is met for the terminals the Department operates,

KNOWLEDGE OF

Operational principles of diesel, gasoline and compressed natural gas powered engines; methods, tools, equipment and parts used in the repair and maintenance of buses, automobiles and other vehicles; operation and use of diagnostic equipment; provisions of the California Vehicle Code, California Code of Regulations, Federal Code of Regulations and California Education Code as they apply to the maintenance and operation of school buses and other District vehicles; requirements of the South Coast Air Quality Management District; provisions and practices of the Riverside County Hazardous Waste Business Plan; provisions and practices of the California Environmental Protection Agency Storm Water Prevention Plan; principles and practices of supervision; safe work practices and procedures.

ABILITY TO

Perform highly skilled automotive mechanic work; lead a group of mechanics in all phases of vehicle repair; diagnose mechanical malfunctions; estimate time and materials; read and apply directions in operator's manuals and technical manual; supervise and train assigned shop personnel; perform and direct work procedures in a safe manner; understand and follow oral and written directions; establish and maintain an effective working relationship with those contacted in the course of work; conduct these tasks at multiple terminal locations if assigned to assure regulatory compliance. In the event direction is given to oversee two or more terminal locations, a \$500 per month District stipend will be provided. If at any time this direction is rescinded the stipend will be removed effective immediately.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from high school and eight (8) years of increasingly responsible experience in the repair and overhaul of gasoline and diesel powered vehicles, of which five (5) years must have been as a journeyman level mechanic, and at least one (1) year of responsible supervisory experience.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of a valid Class B California Driver's License; have an acceptable driving record and qualify for insurability by the District's insurance carrier.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Ability to inspect and repair buses and other vehicles; ability to perform moderate to heavy manual labor including significant physical abilities of standing for extended periods of time; lifting, carrying, pushing, pulling, stooping, crouching, reaching, handling (note that lifting, pushing, pulling may be up to or in excess of 100 pounds for brief periods of time); hearing conversations and other sounds, (e.g. air leaks); and using near and far vision/visual acuity/depth perception and accommodation.

EMPLOYMENT STATUS

A Classified Management Position