

## **Supervisor-Equipment Maintenance**

### **Purpose**

The job of Supervisor-Equipment Maintenance is done for the purpose/s of under the direction of the Director of Transportation, ensuring the availability of vehicles and equipment in safe operating condition by determining needed repairs and/or replacements on district vehicles; performing required repairs and preventive maintenance and providing written documentation of repairs to meet district, state and federal requirements. This job reports to Director-Transportation.

This job is a "safety-sensitive" position.

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### **Essential Functions**

- Adjusts parts, components, systems (e.g. electronics, computerized systems, carburetors, valves, pistons, rings, bearings, etc.) for the purpose of ensuring the fitness and proper operation of all vehicles.
- Assists other mechanics and/or service workers as needed for the purpose of completing difficult tasks and responding to coworker requests.
- Attends safety meetings and other in-service meetings for the purpose of ensuring that functions are performed in a safe manner.
- Conducts physical inventories for the purpose of determining needed vehicle repairs and/or replacements.
- Diagnoses potential vehicle/equipment malfunctions (e.g. diesel/gasoline buses, vans, automobiles, etc.) for the purpose of determining needed vehicle repairs and/or replacements.
- Fabricates parts for the purpose of providing items necessary for repairs.
- Inspects school buses and other district vehicles/equipment for the purpose of adhering to a preventive maintenance schedule and safety inspection standards and requirements.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area.
- Performs road tests on all vehicles/school buses for the purpose of ensuring that vehicles are in safe operating order.
- Prepares written materials (e.g. records of repairs, maintenance logs, costs, vehicle warranties, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Repairs fuel dispenser damage for the purpose of ensuring the availability of equipment in proper working order.
- Repairs vehicle systems/components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, body work, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Replaces all defective vehicle parts/systems (e.g. brakes, fuel pumps, fuel lines, gauges, electrical wiring, etc.) for the purpose of ensuring the availability of vehicles in a safe operating condition.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field and/or determining if towing vehicles is necessary.
- Supervises department personnel (e.g. hiring/termination recommendations, planning, scheduling, coordinating activities, training, advising, consulting, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.

- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills and ensuring repairs are performed safely and within specifications.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in vehicle maintenance and repair; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; provisions of the Wyoming State Motor Vehicle Code and the Education Code applicable to the operation of vehicles transporting students; and safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with constant and sustained interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, significant climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 50% walking, and 25% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required

**Education:** High school diploma or equivalent

**Equivalency:** None identified

**Required Testing:**

DOT Physical Exam  
DOT Random Drug and Alcohol Testing

**Certificates and Licenses:**

Bus Driver's Certificate and applicable ASE Certification  
CDL (A)  
CPR/AED First Aid Certificate within 30 days of hire

**Continuing Educ. / Training:**

As needed to maintain expertise.

**Clearances:**

Criminal Justice Fingerprint/Background Clearance  
DOT Pre-employment Drug and Alcohol Testing  
MVR (Motor Vehicle Record) Clearance

**FLSA Status**

Exempt

**Approval Date**

07/01/2018

**Salary Grade**

69X

**I have read and understand the scope of the job and hold the minimum requirements:**

**Employee Name (Please Print):** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_