

# DESERT SANDS UNIFIED SCHOOL DISTRICT

**Classification:**

**VEHICLE MAINTENANCE SUPERVISOR**

**Salary Range: 18**

**Employment Category: Management/Supervisory**

**FLSA Designation: Exempt**

## Job Summary:

Under direction, schedule, assign and coordinate the maintenance and repair of Desert Sands 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 and gasoline powered vehicles; to assign and supervise the activities of assigned workers; and to do other related work as may be required.

## Essential Job Functions:

- Acquires and maintains educational resources for the purpose of ensuring compliance with current rules and regulations.
- Assists in budget development and projections for the purpose of ensuring that funds are utilized in accordance with applicable Federal, State, Local and District policies, procedures and guidelines.
- Communicates guides and directives for the purpose of providing information dissemination on policies, procedures, rules and regulations.
- Inspects and monitors district vehicles and the repairs and inspections on a regular basis.
- Performs long and short term planning and development for the purpose of ensuring future requirements of the department (e.g. personnel, supplies, operations, inventory control, etc.) are met.
- Plans, develops and implements training programs for personnel to ensure proper vehicle maintenance programs are in place.
- Prepares and implements schedules for the purpose of ensuring adequate maintenance of district vehicles.
- Supervises personnel for the purpose of ensuring efficient operation of the department; and, providing training and development, performance evaluations, and decisions on hiring, firing, problem identification and resolution.

## Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

## Essential Job Requirements - Qualifications:

Skills, Knowledge and/or Abilities Required: Operational principles of gasoline and diesel 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 Motor Vehicle Code and Education Code Sections as they apply to the operation of school buses and other District vehicles; current State emission requirements; principles and practices of supervision; safe work practices and procedures. 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.

**Physical Requirements:** 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.

**Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise=Mowers, tractors, chain saws, trimmers; Noise/Vibration (driving); Mechanical=Inspecting buses, chain saws, trimmers, lawn mowers. Burns=Inspecting engines. Other Hazards=Slips, uneven surfaces. Electrical=electrical equipment; Burns=chemicals, hot equipment. Other Atmospheric Hazards: Fumes=Buses, tractors, mowers, chainsaws. Gases=Fuel. Dust=dirt in shop area. Mists=Sprinklers. Odors=Garden chemicals, pesticides. Protective Clothing/Devices: Gloves, safety glasses, dust mask, back belt.

**Education and Training Required:** 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.

## Licenses, Certifications and Testing Required:

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.  
Structured testing process in order to establish eligibility list