

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### SUPERVISOR-TRANSPORTATION SHOP

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#### **DEFINITION:**

Under the direction of the Director-Transportation, organize and direct the daily activities and operations involved in the repair of District vehicles and equipment; schedule work assignments within established timeframes and standard; maintain parts inventory; recommend and implement department policies and procedures; support the Director-Transportation with budget and administrative duties; train and supervise the performance of assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organize and direct the daily activities and operations involved in the repair of District vehicles and equipment.
- Assist the Director-Transportation to balance budget of assigned accounts and related shop financial activity to ensure accurate allocation and District policies are followed.
- Oversee shop personnel to prioritize project deadlines and ensure optimal personnel utilization.
- Conduct regular inspections of completed work to ensure quality of work, performance and production; ensure staff performance meets established standards and expectations.
- Maintain inventory of commonly used parts, tools and first aid supplies; procure fuel, oil and shop supplies; ensure availability of materials and a safe and clean work environment.
- Coordinate with administration and other trades to complete projects and work orders in an efficient and timely manner.
- Orient new school bus drivers regarding features and functions of assigned bus to promote proper use and longevity of District fleet.
- Designate work and projects to assigned personnel to deliver services in compliance with established guidelines.
- Maintain a variety of manual and electronic files and records including those pertaining to equipment maintenance, vehicle records and fuel card system in order to document activities and meet mandated requirements.
- Monitor assigned activities and program components to ensure compliance with established financial, legal and administrative requirements.
- Attend and participate in meetings, in-service training and workshops as assigned; maintain current knowledge on best practices related to performing job functions.
- Perform functions of the Mechanic to ensure adequate staff coverage within the department.
- Prepare a variety of written materials including repair and maintenance logs, parts lists and warranty claims and ensure related mandated requirements are met.
- Recommend policies, procedures and actions to best meet District goals and objectives.
- Respond to emergencies, including after-hours situations to address immediate safety concerns.
- Respond to inquires from a variety of internal and external parties including drivers and vendors; provide information, facilitate communication among parties and provide direction.

#### **OTHER DUTIES:**

- Perform function of School Bus Driver or School Bus Attendant as needed to meet transportation service needs.
- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college level or vocational course work in auto mechanics or related field and three (3) years of increasingly responsible experience in vehicle maintenance.

#### Licenses and other Requirements:

- Valid Utah Commercial Driver's License.
- Certified Fleet Safety Inspector and ASE light and heavy master mechanic.
- Alcohol and Drug Test.
- Criminal Justice Fingerprint/Background Check Clearance.
- 8 hours annual in-service training.

#### Knowledge of:

- Oral and written communication skills.
- Specific competencies required to satisfactorily perform job functions; design, adjust, operate, maintain and repair of mechanical and electrical equipment.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment.
- Principles and practices of supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Mathematics relating to algebra and geometry.
- Interpersonal skills using tact, patience and courtesy among a diverse group of individuals.
- Operation of a computer and assigned software.
- Proper record keeping techniques.
- Health and safety standards and practices.
- Welding.

#### Ability to:

- Organize and direct the daily activities and operations involved in the repair of District vehicles and equipment.
- Train and supervise the performance of assigned personnel.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Operate a variety of automotive repair equipment and tools.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

#### **WORKING CONDITIONS:**

##### Work Environment:

- Vehicle equipment repair shop environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lifting, carrying, pushing and pulling heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Dexterity of hands and fingers to operate power tools and equipment.
- Seeing to observe and perform repairs.
- Hearing and speaking to exchange information.

##### Hazards:

- Exposure to chemical fumes and vapors such as gasoline and diesel fuel.

- Working in a cramped or restrictive work chamber.
- Working around or with machinery having moving parts.
- Hazardous materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Non-Exempt**

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