

NIGHT SHIFT SUPERVISOR

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: NIGHT SHIFT SUPERVISOR TRANSPORTATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory vehicle maintenance work in the Transportation Department. Work involves administering an inspection, unscheduled repair and preventive maintenance program as required by state law; assisting the Vehicle Maintenance Supervisor as supervisor of night shift maintenance of school and activity buses and all school system support vehicles during night shift operation; providing job assignment, job instruction and training for subordinates. Incumbent is responsible for testing and inspecting work completed by subordinate mechanics; evaluates job performance of employees supervised; and receives and assigns emergency calls for repair and/or service to employees. Incumbent issues and documents night shift and weekend vehicle maintenance parts replacement orders. Reports to the Vehicle Maintenance Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises 5 - 7 employees.

Is responsible to plan for and complete all night shift school and activity bus maintenance including repair and refueling of operational buses which are reported at the end of day to the night shift radio room operator with mechanical problems or as being low on fuel.

Administers and schedules periodic safety inspections and the preventive maintenance program for school and activity buses as mandated by state law.

Assists Vehicle Maintenance Supervisor in routine and emergency repairing and servicing of all school system owned vehicles (non-school and activity buses) and in the updating and maintenance of accurate repair and service records for those vehicles.

Tests, inspects, accepts or rejects completed work of the night shift mechanics.

Maintains a limited vehicle status board depicting vehicles that are out of commission and the reasons therefore, including out for warranty work, out for parts or out for body repairs or corrosion

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control. Leaves accurate documentation for input to state vehicle fleet management system the next work day.

Receives communications from the night shift radio room operator and from end-of-duty route mechanics concerning bus driver reported problems. Assigns emergency and routine service calls to his night shift personnel. Monitors status of their work and coordinates, as necessary with bus operations division when repair or service actions will impact on school or activity bus availability the next scheduled school day.

Assists the night shift mechanics in diagnosing repair problems in the shop and by radio at the bus parking sites. Approves recommended repairs actions.

Ensures safety of the buses and vehicles for the students and personnel in the school system by conducting daily and 30-day safety inspections.

Ensures mechanic operator compliance with state and federal laws while transporting fuel on public highways, conducting refueling operations and in procedures for cleaning up fuel spills.

Coordinates and directs tire repair and replacement on vehicles serviced in the bus garage and at the bus parking sites.

Coordinates the operation of Night Shift parts procurement from vendors and distribution to the needing bus parking site.

Monitors and quality controls the documentation of parts issues from the parts room inventory. Essential so that the Parts Foreman can maintain an accurate parts inventory.

Receives and accepts parts and fuel deliveries after the completion of the first and second shift regular working hours.

Sets the priorities for night shift employees and directs these employees to ensure shop and route equipment is maintained in a safe working condition. Performs OSHA compliance inspections. Ensures Material Safety Data Sheet information is current and available for employees safety. Ensures all employees are familiar with all safety programs.

Evaluates and documents job performance of personnel supervised.

Maintains records of the night shift employee's use of annual leave and sick leave. Monitors, receives and submits employee time and attendance cards. Prepares, verifies and signs monthly time and attendance reports for the night shift.

Schedules and/or provides on-the-job instruction and monthly safety meetings for all employees

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supervised. Schedules employees for staff development and mechanical currency courses.

Maintain certification for and operates the forklift as required to off-load and store bulky, packaged supplies and parts such as tires, engine assemblies and transmissions.

ADDITIONAL JOB FUNCTIONS

Assists Vehicle Maintenance Supervisor in the supervision of overtime worked during the weekdays and Saturdays.

Ensures security of building each night.

Assists in the promotion of current night shift employees.

Supervises training of new vehicle maintenance employees.

On call 24 hours a day to respond to GCS and other school system vehicle breakdowns and emergencies.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or equivalent GED and 10 to 15 years of experience or training in repair and maintenance of automotive equipment. At least 5 years of supervisory experience is necessary. Working knowledge of computers is essential. Any equivalent, documented combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess or obtain Motor Vehicle Inspection License; must maintain a valid Class A commercial driver's license with T, P and S endorsements. Required to provide a set of automotive tools necessary to perform job duties.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

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TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including service trucks, buses, support vehicles, etc. and various mechanics' equipment and tools such as hydraulic presses, break lathes and valve grinders. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Must be able to lift and/or carry weights of 50 to 100 pounds. Physical demand requirements are for Medium to Heavy Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants, and receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read vehicle maintenance forms, work orders, etc. Requires the ability to prepare daily activity reports and shift productions reports, using prescribed format.

Intelligence: Requires the ability to apply principles of rational systems as applied to automotive mechanics to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret automotive mechanical and electrical terminology and language.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using equipment and machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

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Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the characteristics and operating principles of internal combustion engines.

Considerable knowledge of methods, practices and procedures in repairing, overhauling, and maintaining gasoline and diesel powered automobiles and trucks.

Considerable knowledge of the materials and parts used for the repair of automotive equipment.

Considerable knowledge of the various testing devices, machines and hand tools used in mechanical repair work.

Considerable knowledge of the preventive maintenance program required by state law.

General knowledge of the occupational hazards and proper safety precautions of the work.

Skilled in the use of machine and hand tools.

Ability to supervise the work of subordinates and instruct employees in proper work techniques.

Ability to plan work details and carry out work assignments.

Ability to exercise considerable independent judgment in applying standards to technical aspects of work.

Ability to understand and follow oral and written instructions.

Ability to effectively express ideas orally and in writing.

Ability to maintain accurate files and compile data into report form.

Ability to perform the manual labor associated with major mechanical repair work.

Ability to establish and maintain effective working relationships as necessitated by work

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assignment.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.