

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: VEHICLE MAINTENANCE SUPERVISOR TRANSPORTATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs supervisory and administrative work while leading the Transportation Department's vehicle maintenance program. Establishes, controls and monitors the vehicle maintenance plan for over 1200 vehicles; quality controls the documentation to record repair and inspection requirements in the State Vehicle Fleet Management System (SVFMS). Paramount task is to ensure the proper maintenance of all school system vehicles so as to provide safe transportation for students and school system employees; closely monitors the 30-day school/activity bus inspection and the school and activity bus scheduled preventive maintenance programs. Sets vehicle maintenance work priorities; plans fuel and tire truck routes. Oversees the routine and emergency vehicle repair programs and the emergency call-in control center; maintains vehicle maintenance back-up records and completed inspection forms; assists in diagnosing vehicle problems and in taking correct repair actions; prepares and submits state and local vehicle maintenance budget; develops specifications for and coordinates purchase of all vehicle maintenance diagnostic and repair equipment; manages the school /activity bus recall and warranty repair program; manages the corrosion control and wash program. Screens and interviews candidates for employment as mechanics, parts personnel and cost clerk personnel. Investigates accidents involving school buses and school owned activity buses and staff vehicles; ensures necessary initial and follow-up documentation and responses are prepared. Reports to the Director of Transportation.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans and monitors the school system vehicle maintenance program for 1200 vehicles including school buses, activity buses, staff cars and staff support vehicles and equipment.

Coordinates with the two route operations supervisors to develop the annual operational bus concept; must understand bus needs, zone by zone. Then, sets priorities for vehicle maintenance repair actions to ensure the bus plan can be/is supported. Ensures the priorities established allow for the proper maintenance and inspection of all school and activity buses. Provides the same level of care and inspection for all other schools system vehicles.

Must have a solid working knowledge of the Federal Motor Vehicle Standards which apply to school and activity buses and ensure repair parts and repair actions taken will comply with those Standards.

Monitors bus mileage and manages the bus replacement program with NCDPI for the bus replacement program.

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Supervises the Shop Foreman, Route Coordinator, Night Shift Supervisor, Parts Foreman, Cost Clerks and Office Support personnel in implementing the maintenance priorities for all system vehicles; in the planning of fuel and tire truck routes; in ordering repair and replacement parts and fuel; in establishing spare parts inventories carried on route mechanic service trucks; in verifying fuel, repair parts and tire inventories, input and filing of data into the SVFMS data base and in validating vehicle maintenance work priorities.

Annually, establishes the program strategy to ensure over 700 school and activity buses receive a safety inspection (TD-30 report) at least once every 30 days in accordance with state statutory guidance. Strategy must incorporate a plan to complete this inspection at least every 30 days regardless of weekends, holidays and extended holiday periods and irregardless of where buses are parked. Reviews monthly NCDPI reports and assess Route Foreman compliance and to quality control the accuracy of Cost Clerk and Office Support personnel input of inspection data into the SVFMS.

Monitors the school bus preventive maintenance (PM) program schedule via the SVFMS to ensure currency as mandated by, and in accordance with, North Carolina statutes and North Carolina State Board of Education Administrative Code. Reviews monthly NCDPI reports to assess Shop Foreman compliance with PM mileage criteria and, to quality control the accuracy of Cost Clerk input of PM data into the SVFMS.

Monitors the annual safety and vehicle emission control inspections required by State of North Carolina to ensure completion within statutory time parameters.

Must maintain technical currency on all vehicles supported to provide technical assistance to shop and route mechanic staff to fault isolate unusual or new repair problems and select the correct repair actions.

Reviews all completed vehicle maintenance work orders (TD-18) to ensure repair actions taken and parts used are properly coded to the component or sub-component level for entry into the computerized Business Systems Improvement Program known as SAP.

Responsible to set up controls for and to manage the overall program to monitor the vehicle recall program, the vehicle warranty program and the vehicle and sub-component contract repair programs for all school and activity buses and sub-assemblies thereof.

Screens applicants; decides upon which applicants should be interviewed and interviews them; conducts background investigations before recommending their hire to the Director of Transportation.

Provides supplementary operating guidance and procedures to ensure supervisors and subordinates comply with OSHA and other safety requirements. Performs and documents spot checks to ensure

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vehicle maintenance section personnel comply with applicable OSHA regulations. Maintains safety records and information such as Material Safety Data Sheets in a conspicuous location to ensure worker's quick access to a reference guide for their safety.

Assists with monitoring weather and road conditions for school closings, delays and early dismissals. Makes recommendations to the director based upon conditions. Works with the Shop Foreman in the control room to respond to bus problems and incidents during inclement weather.

Responsible to set up a system to receive after-hours calls to respond to mechanical problems for school buses, activity buses and system vehicles. Responds to after-hours department building security issues and school bus vandalism matters. On call 24 hours a day, including weekends, to handle all vehicle maintenance emergencies.

Maintains a file of school system owned vehicle titles and registration cards. Corresponds with the NC Department of Motor Vehicles and resolves title, registration and emission inspection problems.

Assists and provides guidance to subordinate supervisors with respect to their supervisory techniques and the training and counseling of all vehicle maintenance personnel. Review personnel credentials, coordinate and conduct assessment evaluations for training assignments and staff promotion. Coordinates and oversees the evaluation process for all vehicle maintenance personnel.

Coordinates the summer bus maintenance program with summer school operational needs and establishes and schedules school buses for painting.

Develops specifications, completes requisitions, and coordinates procurement of all vehicle maintenance diagnostic equipment and the purchase of and contract maintenance for all dept. FM radio equipment.

Prepares and submits the state and local vehicle maintenance budget request. Conducts in-depth analysis of current operating costs to ensure the most efficient maintenance is performed and projects future budget costs. Maintains database and spreadsheet programs for budgetary information. Reconciles expenditures with allocations to assure fiscal accountability.

Responsible to develop a sound Management Information System (MIS) that will include key indicators from assigned tasks and highlight problem areas. Must review these MIS indicators with key staff members on a monthly basis.

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.

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ADDITIONAL JOB FUNCTIONS

Maintains currency through attendance at meetings, conferences and training workshops regarding new technology and equipment.

Prepares the Miles per Gallon monthly report to insure the accuracy of the No Idling Policy.

Determines the need for and hires part-time summer help

Determines the need for and hires bus drivers to perform refueling route duties including ensure they are aware of national, state and local fuel transporting and handling requirements.

Coordinates employee time and attendance accounting in accordance with Fair Labor Standards Act with the Route Coordinator, the Shop and Parts Foremen to record use of annual leave, sick leave and compensatory time for all vehicle maintenance section employees.

Coordinates the sale of state declared surplus school buses. Declares surplus LEA vehicles and transfers to the Contracting Dept. for resale.

Coordinates the sale of surplus tires and determine what needs to be recapped or discarded.

Prepares the annual vehicle maintenance staff development program. Ensures mechanics and parts staff has the opportunity to learn new repair technologies, new vehicle preservation technologies and to study OSHA workplace standards.

Inspects and approves/disapproves prospective motor coach carrier maintenance facility practices, determines maintenance staff credentials and the vehicle fleet numbers that can be used by GCS schools for contract transportation on field trips.

Assist surrounding counties in emergency breakdown situations on a 24-hour a day, 7-day a week basis.

Coordinates the installation of special needs seats, child safety restraint seats and associate equipment.

Determines the need for special shop equipment and repairs.

Coordinate the refueling of emergency generators at various schools.

Maintains the fuel island dispensing operations system.

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Ensures expedient completion of Worker's Compensation claims by employees and subordinate supervisors.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 10 to 15 years of experience or training in repair and maintenance of automotive vehicles and repair equipment; at least 5 years of supervisory experience is required; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. A college degree is preferable.

SPECIAL REQUIREMENTS

Must possess or obtain a NC Motor Vehicle Inspection License; must maintain a valid Class A commercial driver's license with appropriate endorsement(s). Must comply with all School Board requirements for category "A" employees.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment and machinery including service trucks, buses and support vehicles. Must be able to exert up to 50 pounds of force. Physical demand requirements are for Light to Medium 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.

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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.

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, buses 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.

General knowledge of and personal ability to keyboard data into a computer.

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

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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 vehicle maintenance operations.

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 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.