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| Los Rios Community College District Approved: April 1980Revised: Nov. 1991; Jan. 1994;Apr. 2009; May 2010; Feb. 2015; Mar. 2018; Apr. 2019  |

## FACILITIES MAINTENANCE - TRANSPORTATION SUPERVISOR

# **DEFINITION**

Under the direction of the assigned administrator, direct, supervise and coordinate operations and activities of the Transportation Department.

**TYPICAL DUTIES**

Direct, supervise and coordinate operations and activities of the Transportation Department to ensure the proper repair and maintenance of the District’s vehicles, rolling stock fleet, grounds equipment and electrical generators; train, supervise, and evaluate assigned employees; participate in interviewing and selecting new employees; ensure accountability and adherence to applicable laws, regulations, policies and procedures; prepare, monitor and maintain budgets and expenditures for assigned functions and activities in accordance with District policies; develop, schedule and implement a preventive maintenance program. Supervise the various operations and activities of the Transportation Department such as the following: inspection, diagnosis and repair of mechanical defects of internal combustion vehicles, machines and equipment; inspection, diagnosis and repair of hybrid/electric and electric vehicles; diagnosis and repair of electric carts; disassembly of motors; repair and replacement of parts; forecasting and ordering of necessary parts and materials; assembly and testing of new and repaired equipment; fabrication or repair of machinery parts by cutting and grinding metal to precise dimensions; repair and adjustment of air and hydraulic brake systems; reconditioning and adjustment of ignition and fuel and intake systems; overhauling of transmissions and differentials; rebuilding and repairing of small engines and power tools; setting up and operating standard machine tools; moving, installing and servicing of mechanical equipment; lubrication of machinery and oil changes; battery maintenance; tire replacement, balancing, rotation and alignment; recovery of disabled District vehicles; minor body repair and painting of vehicles and automotive equipment; ignition and computer electronic systems diagnostics. Maintain operating and repair records and prepare reports; utilize the department computerized work management system and utilize pertinent management reports to schedule, evaluate and improve delivery of department services; promote continued improvement for cost effective operations; promote employee training and development programs; administer disciplinary actions if necessary; participate in the development and improvements to the District’s emergency and contingency plans and ensure departmental responsiveness in emergency situations; coordinate with campus operations to provide support services for a wide variety of events, programs, official functions, recreational activities, etc.; perform related duties as assigned.

**QUALIFICATIONS**

**EXPERIENCE**

One year of experience in a lead or supervisory position in a related field. Four years of increasingly responsible technical experience in automotive repair operations (the required lead/supervisory experience may also be used to meet this requirement).

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

##### EDUCATION

An Associate degree from an accredited institution in automotive technology/repair; **OR** a certificate of completion from an accredited program in automotive technology/repair **AND** two additional years of qualifying experience.

#### SPECIAL REQUIREMENTS

Employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343, including possessing and maintaining a valid California Driver’s License. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Any offer of employment is contingent upon the successful completion of a pre-employment physical examination.

##### KNOWLEDGE OF

Principles and practices of effective leadership, supervision and training; applicable federal, state and local laws and regulations; applicable District policies, regulations, collective bargaining agreements, standard operating procedures and objectives of assigned programs; current industry practices; practices, processes, techniques, tools and materials used in fleet management; the repair and maintenance of vehicles and equipment; principles of internal combustion engines; electric-gas hybrid vehicles and electric vehicles; repair and adjustment of pneumatic and hydraulic brake systems; diagnostic computer systems, tools and equipment; smog and automotive tune-up technical skills and qualifications; smog inspections and repairs; repair of electrical ignition systems; working properties of various metals; recordkeeping techniques in a complex business environment; sustainable systems, materials, equipment and practices; health and safety regulations; modern office practices, procedures and equipment.

**ABILITY TO**

Perform the essential functions of the position; supervise and prioritize the work of assigned areas of responsibility; select, train and evaluate employees; accurately apply and explain laws, regulations and policies; diagnose and correct mechanical difficulties; demonstrate use of shop equipment and tools for major and minor repairs; initiate and sketch simple design modification for metal parts and machinery; estimate materials and labor; perform fleet inventory assessments for the timely replacement of vehicles by predicting asset lifecycles based on costing information, utilization and asset age; identify, implement, and maintain sustainable systems, materials, equipment and practices; analyze situations appropriately, develop courses of action to resolve problems, and implement solutions; meet schedules and timelines; prepare clear, complete and concise reports; maintain accurate and organized records; communicate information and give instructions clearly, concisely and logically to others; prepare and deliver presentations; utilize current technology to effectively perform responsibilities; establish and maintain cooperative and effective working relationships with others; use interpersonal skills such as tact, patience and courtesy; work cooperatively with the public, students and employees; exercise initiative and sound judgment; work well in a group setting as well as independently with little direction or guidance; work flexible schedule when needed; exercise discretion and confidentiality.

Collaborate and foster inclusion in a diverse organization.

Have sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of individuals.

**PHYSICAL AND ENVIRONMENTAL FACTORS**

Bend at waist and knees; stretch, push and lift equipment and supplies up to 50 pounds unassisted; manipulate mechanical tools; stand for long periods of time.