

FACILITIES MAINTENANCE - TRANSPORTATION SUPERVISOR

DEFINITION

Under the direction of the Director of Facilities Management, plan, direct and participate in operations and activities of the Transportation Department; train, supervise and evaluate assigned staff.

TYPICAL DUTIES

Plan, direct, and participate in operations and activities of the Transportation Department to assure safe and effective transportation services; train, assign, direct, review and evaluate work of mechanics and mechanic helpers; develop, schedule and implement a preventive maintenance program. Supervise the inspection and diagnosis of mechanical defects in machines and equipment; analysis and repair of hybrid vehicles; diagnosis and repair of electric carts; disassembly of motors; repairing 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; repairing and adjustment of air and hydraulic brake systems; reconditioning and adjustment of ignition and fuel and intake systems; overhauling of transmissions and differentials; repairing and adjustment of air and hydraulic brakes; rebuilding and repairing of small engines and power tools; setting up and operating of standard machine tools including drill press, reel mower sharpener and grinders; moving, installing and servicing of mechanical equipment; lubrication of machinery, changing oil as needed; maintaining batteries; changing tires; making service calls for emergency repairs; performing minor body repair and painting work on vehicles and automotive equipment; and authorization of welding on all district vehicles, including dump trucks and specialized equipment. Operate ignition and computer electronic systems diagnostics. Prepare budget requests; maintain operating and repair records and prepare reports; perform related duties as required. Direct subordinates; assign and review work.

QUALIFICATIONS

EXPERIENCE

Four years increasingly responsible experience in automotive repair operations, including two years in a lead or supervisory capacity.

EDUCATION

An Associate degree from an accredited institution in automotive repair; **OR** a certificate of completion from an accredited program in automotive technology.

SPECIAL REQUIREMENTS

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. 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 medical evaluation.

KNOWLEDGE OF

Practices, processes, techniques, tools and materials used fleet management; the repair and maintenance of vehicles and equipment; principles of internal combustion engines; electric-gas hybrid vehicles and electric vehicles; repairing and adjustment of air and hydraulic brake systems. Knowledgeable and

familiar with 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; principles and practices of supervision and training; recordkeeping techniques; oral and written communication skills; health and safety regulations.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; plan, direct, and participate in operations and activities of the Transportation Department; train, supervise and evaluate assigned staff; diagnose and correct mechanical difficulties; demonstrate use of shop equipment and tools for major and minor repairs; bend at waist and knees, stretch, push and lift equipment and supplies up to 50 pounds unassisted; manipulate mechanical tools; stand for long periods; work from blueprints and sketches; initiate and sketch simple design modification for metal parts and machinery; work effectively with school administrators and employees; plan and direct the work of skilled mechanics; schedule and implement a preventive maintenance program; make material and labor estimates; maintain records and prepare reports; perform fleet inventory assessments for the timely replacement of vehicles, using the ability to predict asset lifecycles based on costing information, utilization and asset age; establish and maintain cooperative and effective working relationships with others.