

FLEET SUPERVISOR

DEFINITION

Under general direction, plans, organizes, and supervises the automotive maintenance shop; supervises and participates fully in mechanical repairs to automotive and other mechanical equipment; researches for the Vehicle Maintenance Department cost effective vehicle replacement; and performs related work as required.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license; incumbents required to obtain Class A license at own expense within six (6) months of regular employment. Required to obtain a valid Municipal Smog Certificate within six (6) months of initial appointment.

CLASS CHARACTERISTICS

This is a fully qualified journey level class in heavy-duty diesel, propane and/or natural gas engine repair. Incumbents are expected to perform skilled journey level repairs independently on all District vehicles; and to assign, direct, and control the flow of work related to vehicle maintenance.

EXAMPLES OF DUTIES

Maintains preventive maintenance program for tools, vehicles, and equipment. *E*

Plans and assigns work to automotive maintenance shop personnel. *E*

Contacts vendors/manufacturers to order parts and materials and discuss repair procedures; maintains inventory of shop supplies and equipment. *E*

Diagnoses mechanical troubles; determines priority and estimates cost of repair work to be done. *E*

Assigns, directs, and performs the work of servicing, repairing, constructing, assembling, installing parts, equipment, and machinery. *E*

Advises mechanics on work and repair procedures and methods; reviews work performed. *E*

Orders parts and supplies, maintains inventory and proper storage of parts and supplies. *E*

Supervises and performs general overhauling, repairing of engines, transmissions, differential, distributors, fuel pumps, lights, starters, generators, universal joints; repairs air conditioning, and hydraulic systems. *E*

Checks buses for conformance to California Highway Patrol standards and codes relative to the maintenance and inspection of school buses. *E*

EXAMPLES OF DUTIES (cont.)

Maintains records and submits reports. *E*

Performs skilled repairs, including body and fender repair and complete exterior refinishing to District vehicles. *E*

Administers and schedules government vehicle inspection programs (SMOG); files annual report with Bureau of Automotive Repair. *E*

Operates District vehicles. *E*

Schedules and coordinate school bus fleet maintenance with the student transportation program and maintains the school bus maintenance records as required by the California Highway Patrol for annual certification. *E*

Operates and maintains the emission test center. *E*

Operates and maintains diesel smoke test center. *E*

Takes necessary action for emergency repairs. *E*

Gives input to preparation of the department budget. *E*

Trains and instructs personnel in the performance of their duties; inspects work to see that it is performed properly; assists in the periodic evaluations of staff; supervises and directs student employees. *E*

Provides in-service training to other mechanic levels. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. The state and federal transportation regulations, rules, laws, and appropriate sections of the California Vehicle Code pertaining to the safety, inspection, and maintenance of pupil transportation vehicles;
2. Proper methods, materials, tools, and equipment used in the vehicle maintenance of gas and diesel-powered school buses and other types of mechanical and automotive equipment;
3. Preventative vehicle maintenance practices;
4. Principles of internal combustion engines;
5. Current labor, material, and equipment costs for vehicle maintenance;
6. Record keeping techniques and preparation of technical reports;

Knowledge of: (cont.)

7. Shop math applicable to vehicle maintenance;
8. Emission and smog/smoke testing equipment;
9. Computer diagnostic procedures; scan tools, ABS diagnostics and A/C service tools;
10. Safety principles and practices applicable to vehicle repair; and
11. General principles of supervision and training.

Ability to:

1. Read, understand, and interpret codes, regulations, and policies related to vehicle maintenance;
2. Perform major and minor repair of school buses and other types of mechanical and automotive equipment;
3. Read parts catalogs, mechanical diagrams, and technical automotive repair manuals;
4. Diagnose mechanical troubles to determine the need for maintenance and repair;
5. Accurately estimate time and materials for repair jobs;
6. Establish and monitor effective record keeping procedures and reports;
7. Work independently with little direction;
8. Supervise the work of others;
9. Operate a vehicle observing legal and defensive driving practices;
10. Understand and carry out oral and written instructions;
11. Establish and maintain effective relationships with those contacted in the course of work; and
12. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Recent responsible, fully skilled journeyman experience in the maintenance, repair, and overhaul of heavy and light gasoline- and diesel-powered automotive equipment. Experience in the repair and maintenance of school buses or similar vehicles. Experience involving compliance with school transportation vehicle maintenance requirements of the State of California is desirable.

WORKING CONDITIONS

Environment:

Indoor and outdoor work environment; subject to noise from equipment operation; subject to driving a vehicle to conduct work.

Physical Abilities:

Dexterity of hands and fingers to operate a variety of specialized equipment and tools; seeing to observe needed and completed repairs; climbing ladders and working from heights; reaching overhead and horizontally; standing for extended periods of time; lifting, carrying, and/or pushing objects weighing up to 75 pounds; bending at the waist; kneeling or crouching; seeing to conduct inspections and monitor work activities.

Hazards:

Exposure to fumes, vapors, dust, vehicle exhaust, and noise; working around and with machinery having moving parts; working in cramped or restrictive work chambers.

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6/10