

ORANGE UNIFIED SCHOOL DISTRICT

VEHICLE MAINTENANCE SERVICES SUPERVISOR

DEFINITION

Under the direction, to coordinate, supervise and participate in the maintenance, repair, and servicing of a variety of gasoline and diesel powered light and heavy duty motorized vehicles and motorized equipment; to supervise and assist in making complex mechanical repairs; and to do other related work as required.

ESSENTIAL DUTIES

- Plan, supervise and coordinate the mechanical preventative maintenance program for a variety of motorized vehicles and equipment.
- Schedule, assign, supervise and review the work of the mechanical services personnel.
- Instruct bus drivers and equipment operators in the proper maintenance and care of equipment.
- Investigate, test and requisition parts, supplies and materials.
- Maintain an inventory of the mechanical shop parts, supplies, materials and equipment.
- Review, investigate and recommend purchase of automobiles and other vehicle equipment.
- Inspect a variety of gasoline and diesel powered motorized equipment for proper and appropriate maintenance to ensure against potential safety hazards.
- Diagnose mechanical problems and offer advice and direction as to appropriate maintenance and repair.
- Determine maintenance and repair priorities and estimate the cost of major maintenance and repair work.
- Assist in the preparation of the mechanical service budget.
- Assist the mechanical services personnel in solving unusual and unforeseen problems, issues and concerns.
- Evaluate the work performance of the mechanical services personnel.
- Maintain a variety of manual and automated records, including personnel and service time records.
- Assist in the development, planning and conduct of mechanical service personnel orientation and in-service training programs.

QUALIFICATIONS

Knowledge of:

Procedures, methods, materials, tools and equipment utilized in the maintenance, repair and servicing of gasoline and diesel powered equipment;

Procedures, principles and techniques of the repair, maintenance and adjustment of fuel, ignition, electrical, cooling and braking systems;

Methods, techniques and strategies of organization and supervision;

Safe working methods and procedures.

Ability to:

Accurately estimate the time and materials required for maintenance, repair and overhaul activities;

Maintain a data and information management, storage and retrieval system;

Plan, organize, prioritize and supervise the work of others;

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Perform complex and skilled mechanical maintenance and repair functions;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves operating diesel and gasoline motorized equipment and sitting a portion of the assignment, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four years of experience as a journeyman heavy duty mechanic, including one year of mechanical service supervisory experience.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in organization and supervision, and advanced gasoline and diesel powered equipment repair and maintenance.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.